

Schedule 43-1

Department of Administrative Services Accounting Division



Nebraska Records Management Division

REQUEST FOR APPROVAL OF
RECORDS RETENTION & DISPOSITION SCHEDULE

SCHEDULE NUMBER	43-1
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION, BUREAU OR OTHER UNIT	ACCOUNTING DIVISION
Supersedes edition of January 5, 1979	

TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA

PART I — AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

Justin A. Molding

TITLE

Records Officer

DATE

May 28, 1986

PART II — ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

Andrew I. Paul

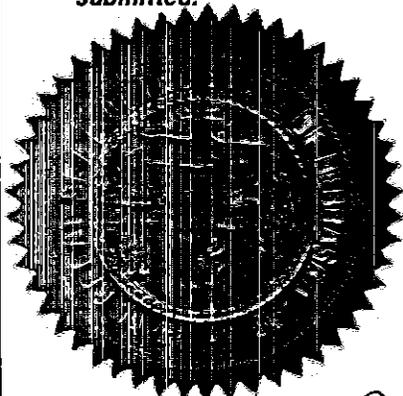
STATE ARCHIVIST

DATE

5/30/86

PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.



SIGNATURE

Allen J. Belman ADMINISTRATOR

DATE

June 2, 1986

Instructions for using this Schedule

Records retention and disposition schedules are designed to serve as your records management guidelines for disposing, storing, and microfilming office records. This schedule was written specifically for records unique to your office and the General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

Here's all you have to do to get rid of records:

1. Check your schedules to see what the retention period is. **Note:** Your agency's unique schedule will take precedence over the general schedule for any items which have discrepancies in retention.
2. Get rid of records that have met their retention periods.
3. Fill out a half-page Records Disposition Report for the records you get rid of. You can get blank copies of the form and instructions for filling them out from Records Management.
4. Send the top copy of the completed report to Records Management and keep the bottom copy for your records for one year. This report establishes that the destruction was done in your normal course of business.

NON-SCHEDULED RECORDS

What about records that aren't on a retention and disposition schedule? There shouldn't be many. Give your Records Analyst at Records Management a call to see whether the records will fit under an item already on a schedule. If they don't, we'll add them to the next revision of your schedule.

For obsolete or one-time records an Application for Authority for Records Action form can be submitted to the State Records Board for approval to destroy.

UPDATING SCHEDULE

It's the responsibility of each agency to periodically update their schedule. Your Records Analyst at Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Analyst at Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, etc.

Records Management Division
NSOB, Lower Level
471-2559

STATE RECORDS ADMINISTRATOR

RECORDS RETENTION AND DISPOSITION SCHEDULE

INDEX

SCHEDULE NO. 43 - RECORDS OF DEPARTMENT OF ADMINISTRATIVE SERVICES

	Item	Page
ABC SYSTEM MONTH-END REPORT BALANCING (OBSOLETE 1982).....	43-1-9-1	29
ABC TAPES (OBSOLETE 1982).....	43-1-8-3	28
ACCOUNTING OPERATIONS.....	43-1-2	1
ACCUMULATED LEAVE ADJUSTMENT REQUEST (NEIS H-9).....	43-1-4-1	4
ADJUSTMENTS, FEDERAL REPORT OF, FORM SSA-L4559.....	43-1-3-3	2
ADJUSTMENTS, STATE'S REPORT OF, FORM SSA-3964.....	43-1-3-12	3
AGENCY ACCOUNT SUMMARY (NAS 775).....	43-1-7-1	17
AGENCY DEDUCTION REPORT (NEI 50255 AND NEI 63005).....	43-1-5-1	7
AGENCY RETIREMENT REPORT (NEI 50258).....	43-1-5-2	7
AGENT CARDS, APPOINTMENT OF AUTHORIZED.....	43-1-2-1	1
ALLOTMENT STATUS (NAS 310).....	43-1-7-2	17
ALLOTMENT STATUS REPORT (ABC 014) (OBSOLETE 1982).....	43-1-9-2	29
ANNUAL FISCAL REPORT, STATE OF NEBRASKA.....	43-1-1-3	1
APPLICATION TO ESTABLISH OR TERMINATE A FUND (OBSOLETE 1982)	43-1-9-3	29
APPOINTMENT OF AUTHORIZED AGENT CARDS.....	43-1-2-1	1
ATTENDANCE REPORT, NEIS (NEI 50250).....	43-1-4-11	5
ATTENDANCE REPORT/PAYROLL UNITS CONTROL TOTALS (NEI 164006).	43-1-5-3	7
ATTENDANCE UPDATE AND CORRECTION FORM (M-3).....	43-1-4-2	4
AUDIT REPORTS FOR STATE AGENCIES.....	43-1-1-1	1
AUTHORIZATION AND CASH ERRORS SUMMARY (NAS 250).....	43-1-7-3	17
AUTHORIZED AGENT CARDS, APPOINTMENT OF.....	43-1-2-1	1
AUTHORIZED GRANT AWARDS PER ED (NAS 630-2).....	43-1-7-4	17
AUTHORIZED GRANT AWARDS PER HHS (NAS 630-1).....	43-1-7-5	17
BALANCE LISTING (ABC102 or ABC MONIA) (OBSOLETE 1982).....	43-1-9-4	29
BALANCE SHEET ACCOUNTS - MULTIPLE AGENCY FUNDS (NAS 595)....	43-1-7-6	17
BALANCES, MONTHLY AND DAILY, REPORT OF INVESTMENT (ABC 033) (OBSOLETE 1982).....	43-1-9-32	33
BATCH CONTROL, EDIT SUSPENSE UPDATES (NAS 150).....	43-1-7-21	19
BATCH CONTROL FORM (DAS-02-16).....	43-1-6-1	14
BATCH CONTROL, FUND MASTER UPDATES (NAS 113).....	43-1-7-27	20
BATCH CONTROL, GRANT/PROJECT BALANCE FORWARD UPDATES (NAS 505).....	43-1-7-35	21
BATCH CONTROL, GRANT/PROJECT UPDATES (NAS 114).....	43-1-7-40	22
BATCH CONTROL LISTING (NEI 108).....	43-1-5-4	7
BATCH CONTROL, PROGRAM/PERSONAL SERVICES UPDATE (NAS 111)...	43-1-7-54	24
BATCH CONTROL REPORT (NAS 210).....	43-1-7-7	18
BATCH CONTROL, 1099 UPDATES (NAS 805).....	43-1-7-61	25
BATCH CONTROL, TRANSACTION CODING MASTER UPDATE (NAS 115)...	43-1-7-63	25
BATCH CONTROL, VENDOR MASTER UPDATES (NAS 140).....	43-1-7-66	25
BATCH HEADER ACTIVITY SUMMARY FOR XXX (NAS 485).....	43-1-7-8	18
BATCH NUMBER CONTROL REPORT (NEI 108).....	43-1-5-5	7
BATCH STATUS, MONTHLY (NEI 140).....	43-1-5-30	11

BATCH SUSPENSE UPDATE (NAS 140).....	43-1-7-9	18
BATCH TICKET (NEIS Z-1).....	43-1-4-3	4
BOND STATUS REPORT (NEI 50252).....	43-1-5-6	7
BONDS ISSUED, LISTING OF (NEI 50253).....	43-1-5-29	11
BUDGET STATUS (NAS 671-676).....	43-1-7-10	18
BUDGET STATUS UPDATE (DAS-02-025).....	43-1-6-2	14
BUDGET STATUS UPDATES BATCH CONTROL (NAS 665).....	43-1-7-11	18
BUDGET SUMMARY OF POSITIONS BY AGENCY (NEI 50306)(OBSOLETE 1983).....	43-1-9-5	29
BUDGET SUMMARY OF POSITIONS BY PROGRAM (NEI 50305)(OBSOLETE 1983).....	43-1-9-6	29
BUDGET SUMMARY OF POSITIONS BY STATE (NEI 50307)(OBSOLETE 1983).....	43-1-9-7	29
CALCULATED PAYROLL DETAIL REPORT (NEI 63001).....	43-1-5-7	8
CASH ACTIVITY, DAILY LETTER OF CREDIT (NAS 435).....	43-1-7-16	19
CASH AND INVESTMENT STATUS (NAS 320).....	43-1-7-12	18
CASH AND INVESTMENT STATUS, GRANT/PROJECT (NAS 325).....	43-1-7-36	21
CHART OF ACCOUNTS (NAS 180-1, NAS 180-2, NAS 122, NAS 123)..	43-1-7-13	19
CLASS CODE AND TITLE FORM (NEIS C-1).....	43-1-4-4	4
CLASSES BY SALARY GRADE (NEI 50205).....	43-1-5-8	8
CLASSIFICATION TITLE MASTER (ALPHABETIC) (NEI 50203).....	43-1-5-9	8
CLASSIFICATION TITLE MASTER (NUMERIC) (NEI 50201).....	43-1-5-10	8
CODING ATTACHMENT (DAS-02-08).....	43-1-6-3	15
COMPARISON OF PAY BY SALARY GRADE (NEI 50206).....	43-1-5-11	8
COMPUTER TAPES.....	43-1-8	26
CONSTRUCTION SUMMARY (NAS 590).....	43-1-7-14	19
CONTRACTS.....	43-1-3-1	2
CONTROL LEDGER, MANUAL.....	43-1-3-6	2
CORRECTED INCOME AND TAX STATEMENTS, TRANSMITTAL OF, FORM W-3C.....	43-1-3-13	3
CORRECTION REQUEST FORM (DAS-02-17).....	43-1-6-4	15
COST ALLOCATION PLAN, A-87, STATEWIDE.....	43-1-1-4	1
CUM FED ID VALID UPDATES.....	43-1-8-1-9	27
CUMULATIVE REPORT OF REVENUE BY FUND (ABC 119)(OBSOLETE 1982).....	43-1-9-8	30
CUMULATIVE 1099 UPDATES (NAS 810).....	43-1-7-15	19
D-3 EDIT FILE (ABC 904) (OBSOLETE 1982).....	43-1-9-9	30
DFAFS DOCUMENT NUMBERS NOT LISTED BY STATE GRANT MASTER (ABC 212) (OBSOLETE 1982).....	43-1-9-10	30
DAILY BATCH CONTROL (ABC 003)(OBSOLETE 1982).....	43-1-9-11	30
DAILY LETTER OF CREDIT CASH ACTIVITY (NAS 435).....	43-1-7-16	19
DAILY PROCESSING CONTROL (NAS 490).....	43-1-7-17	19
DAILY SCHEDULE OF SLC TRANS BY ACCOUNT (NAS 430).....	43-1-7-18	19
DAILY WARRANT CONTROL FORM (DAS 65-1202).....	43-1-2-2	1
DAILY WARRANT CONTROL FORMS, MONTHLY SUMMARY OF (DAS 65-1203).....	43-1-2-4	1
DATA BASE CONTROL REPORT (NEI 16007).....	43-1-5-12	8
DATA BASE CORRECTION REQUEST, SUSPENSE (NEIS M-5).....	43-1-4-24	6
DATA BASE MAINTENANCE FORM, EMPLOYEE (NEIS M-1).....	43-1-4-6	4
DATA BASE MASTER CONTROL REPORT (NEI 340).....	43-1-5-13	8
DEDUCTION AUTHORIZATION FORM, EMPLOYEE (NEIS H-3).....	43-1-4-7	4

DEDUCTION CORRECTION REQUEST, EMPLOYEE (NEIS M-2).....	43-1-4-8	5
DEDUCTION EXCEPTIONS (NEI 50264).....	43-1-5-14	9
DEDUCTIONS NOT TAKEN, REPORT OF (NEI 63009).....	43-1-5-39	12
DEPOSIT ANALYSIS SUMMARY, MANUAL.....	43-1-3-7	3
DETAILED DISBURSEMENTS, MONTHLY REPORT OF (OBSOLETE 1982)...	43-1-9-12	30
DETAILED REVENUE, MONTHLY REPORT OF (OBSOLETE 1982).....	43-1-9-40	34
DIRECT DEPOSIT REGISTER (NEI 64002).....	43-1-5-15	9
DISBURSEMENT DOCUMENT (DAS-02-09).....	43-1-6-5	15
DISBURSEMENTS BY GRANTS, DETAIL REPORT OF (ABC 167) (OBSOLETE 1982).....	43-1-9-13	30
DOCUMENT CONTROL REPORT, NAS (NEI 64005).....	43-1-5-31	11
ED/STATE GRANT EXCEPTIONS (NAS 615).....	43-1-7-19	19
EDIT ERRORS (NAS 240).....	43-1-7-20	19
EDIT FILE, D-3 (ABC 904) (OBSOLETE 1982).....	43-1-9-9	30
EDIT SUSPENSE UPDATES BATCH CONTROL (NAS 150).....	43-1-7-21	19
EDUCATION AUTHORIZATION GRANT AWARDS PER EDPMTS (NAS 710) (OBSOLETE 1985).....	43-1-9-14	30
EDUCATION GRANT EXCEPTIONS (NAS 715) (OBSOLETE 1985).....	43-1-9-15	30
EDUCATION GRANT EXPENDITURES REPORTED TO EDPMTS (NAS 725) (OBSOLETE 1985).....	43-1-9-16	31
EMERGENCY PAYROLL VOUCHER (J2A-J2B).....	43-1-4-5	4
EMPLOYEE CROSS REFERENCE (ALPHA) (NEI 50227).....	43-1-5-16	9
EMPLOYEE CROSS REFERENCE (NUMERIC) (NEI 50226).....	43-1-5-17	9
EMPLOYEE DATA BASE MAINTENANCE FORM (NEIS M-1).....	43-1-4-6	4
EMPLOYEE DEDUCTION AUTHORIZATION FORM (NEIS H-3).....	43-1-4-7	4
EMPLOYEE DEDUCTION CORRECTION REQUEST (NEIS M-2).....	43-1-4-8	5
EMPLOYEE EARNINGS REPORT, YEAR TO DATE (NEI 50261).....	43-1-5-57	14
EMPLOYEE PURGE REPORT (NEI 33000).....	43-1-5-18	9
EMPLOYEE STATUS INQUIRY (NEI 20505).....	43-1-5-19	9
EMPLOYEE TRANSACTIONS, NOTIFICATION OF UPCOMING (NEI 50209)..	43-1-5-32	11
EMPLOYEES HIRED DURING MONTH (NEI 50222).....	43-1-5-20	9
EMPLOYEES' MANDATORY RETIREMENT DATES, SCHEDULE OF (NEI 50218).....	43-1-5-47	13
ENCUMBRANCE ACTIVITY (NAS 360).....	43-1-7-22	20
ENCUMBRANCES OF 6/30/XX STILL OUTSTANDING AS OF (OBSOLETE 1983).....	43-1-9-17	31
ENTITY ACTION REQUEST (NEIS D-1).....	43-1-4-9	5
ENTITY STATUS INQUIRY (NEI 20507).....	43-1-5-21	9
ENTITY TRANSACTIONS FORM.....	43-1-3-2	2
ESTABLISH OR TERMINATE A FUND, APPLICATION TO (DAS 65-1151- 04-76) (OBSOLETE 1982).....	43-1-9-3	29
EXCEPTION PAYROLL REPORT (NEI 63007).....	43-1-5-22	10
EXPENDITURE RECAP BY FUND (ABC 156) (OBSOLETE 1978).....	43-1-9-18	31
EXPENSE REIMBURSEMENT ATTACHMENT (DAS-02-10).....	43-1-6-6	15
EXPENSE REIMBURSEMENT DOCUMENT (DAS-02-24).....	43-1-6-7	15
FTIN DIRECTORY (NAS 835).....	43-1-7-23	20
FED ID SUMMARY.....	43-1-8-1-10	28
FEDERAL GRANT CONVERSION FILE (ABC 053 and ABC 055) (OBSOLETE 1982).....	43-1-9-19	31
FEDERAL GRANT CONVERSION FILE UPDATE (OBSOLETE 1982).....	43-1-9-20	31
FEDERAL GRANT EMPLOYEE FUNDING (NEI 64002) (OBSOLETE 1982)...	43-1-9-21	31
FEDERAL GRANT MASTER UPDATE (ABC 062) (OBSOLETE 1982).....	43-1-9-22	31

FEDERAL GRANT TRANSACTIONS, MONTHLY AND DAILY INVALID (ABC 070) (OBSOLETE 1982).....	43-1-9-30	32
FEDERAL ID BAL FWD (OBSOLETE 1982).....	43-1-8-3-4	28
FEDERAL ID TRANS (OBSOLETE 1982).....	43-1-8-3-5	28
FEDERAL IDENTIFICATION BY NAME (ABC 270) (OBSOLETE 1982).....	43-1-9-23	31
FEDERAL IDENTIFICATION LEDGER (ABC 260) (OBSOLETE 1982).....	43-1-9-24	32
FEDERAL REPORT OF ADJUSTMENTS, FORM SSA-L4559.....	43-1-3-3	2
FISCAL YTD SUMMARY (OBSOLETE 1982).....	43-1-8-3-2	28
FUND ACTIVITY SUMMARY (DAILY AND MONTHLY) (NAS 470).....	43-1-7-24	20
FUND ANALYSIS (NAS 550).....	43-1-7-25	20
FUND APPLICATION (DAS-02-18).....	43-1-6-8	15
FUND CASH STATUS REPORT, MONTHLY AND DAILY (ABC 014) (OBSOLETE 1982).....	43-1-9-25	32
FUND DETAIL (NAS 540).....	43-1-7-26	20
FUND MASTER UPDATES BATCH CONTROL (NAS 113).....	43-1-7-27	20
FUND SUMMARY (NAS 560).....	43-1-7-28	20
FUND SUMMARY (BY FUND TYPE) (NAS 565).....	43-1-7-29	20
FUND SUMMARY BY FUND TYPE, POST CLOSING (NAS 765).....	43-1-7-49	23
FUND SUMMARY, POST CLOSING (NAS 760).....	43-1-7-48	23
FUTURE VOUCHERS (NAS 225).....	43-1-7-30	20
FUTURE VOUCHERS UPDATES BATCH CONTROL (NAS 150).....	43-1-7-31	21
GAAFR (GOVERNMENT ACCOUNTING AND AUDITING FINANCIAL REPORTING) FUND ANALYSIS (NAS 980).....	43-1-7-32	21
GENERAL DOCUMENT (DAS-02-11).....	43-1-6-9	15
GENERAL LEDGER (MONTHLY AND ANNUAL) (NAS 530 AND 730).....	43-1-7-33	21
GENERAL LEDGER (SSR).....	43-1-3-4	2
GENERAL LEDGER (SUMMARY).....	43-1-3-5	2
GRANT AWARDS PER ED, AUTHORIZED (NAS 630-2).....	43-1-7-4	17
GRANT AWARDS PER HHS, AUTHORIZED (NAS 630-1).....	43-1-7-5	17
GRANT CONVERSION FILE, FEDERAL (ABC 053 and ABC 055) (OBSOLETE 1982).....	43-1-9-19	31
GRANT CONVERSION FILE UPDATE, FEDERAL (OBSOLETE 1982).....	43-1-9-20	31
GRANT EXCEPTIONS, ED/STATE (NAS 615).....	43-1-7-19	19
GRANT EXCEPTIONS, HHS/STATE (NAS 635).....	43-1-7-41	22
GRANT EXPENDITURES REPORTED TO ED, STATE (NAS 608).....	43-1-7-56	24
GRANT EXPENDITURES REPORTED TO HHS, STATE (NAS 626).....	43-1-7-57	24
GRANT MASTER AND DFAFS COMPARISON OF AUTHORIZED AMOUNTS (ABC 212) (OBSOLETE 1982).....	43-1-9-26	32
GRANT MASTER RECORDS NOT LISTED BY DFAFS, STATE (ABC 212) (OBSOLETE 1982).....	43-1-9-45	34
GRANT MASTER UPDATE, FEDERAL (ABC 062) (OBSOLETE 1982).....	43-1-9-22	31
GRANT NON-POSTED TRANSACTION, REPORT OF FEDERAL (ABC 071) (OBSOLETE 1982).....	43-1-9-27	32
GRANT/PROJECT BAL FWD.....	43-1-8-1-6	27
GRANT/PROJECT BAL FWD (AFTER PURGE FOR JULY).....	43-1-8-1-7	27
GRANT/PROJECT BAL FWD UPDATES.....	43-1-8-1-8	27
GRANT/PROJECT BALANCE FORWARD (NAS 580-2).....	43-1-7-34	21
GRANT/PROJECT BALANCE FORWARD UPDATES BATCH CONTROL (NAS 505).....	43-1-7-35	21
GRANT/PROJECT CASH AND INVESTMENT STATUS (NAS 325).....	43-1-7-36	21
GRANT/PROJECT HEADER UPDATE (DAS-02-19).....	43-1-6-10	15
GRANT/PROJECT LEDGER (NAS 580 and 780).....	43-1-7-37	21
GRANT/PROJECT STATUS (NAS 330).....	43-1-7-38	22
GRANT/PROJECT SUBSIDIARY UPDATE (DAS-02-20).....	43-1-6-11	15

GRANT/PROJECT TRANSACTION CODING (NAS 185 AND NAS 124).....	43-1-7-39	22
GRANT/PROJECT UPDATES BATCH CONTROL (NAS 114).....	43-1-7-40	22
GRANT RECONCILIATION.....	43-1-2-3	1
GRANTS BY GRANT, MONTHLY REPORT OF FEDERAL (OBSOLETE 1982)...	43-1-9-28	32
GRANTS BY OTHER, DAILY REPORT OF FEDERAL (OBSOLETE 1982).....	43-1-9-29	32
HHS/STATE GRANT EXCEPTIONS (NAS 635).....	43-1-7-41	22
HEARING AND CONSENT TO PARTIAL TERMINATION OF AGREEMENT, WAIVER OF	43-1-3-15	3
HISTORY TRANSACTIONS (TT 20,30,40,50,60,70).....	43-1-8-1-5	27
IRS 1099 TAPE.....	43-1-8-1-11	28
IDENTIFICATION LEDGER, FEDERAL (ABC 260) (OBSOLETE 1982)....	43-1-9-24	32
IDENTIFYING NUMBER, NOTICE OF, FORM OAR-S14.....	43-1-3-8	3
INCOME ADJUSTMENT AUTHORIZATION (NEIS H-8).....	43-1-4-10	5
INCOME AND TAX STATEMENTS, TRANSMITTAL OF CORRECTED (FORM W-3C).....	43-1-3-13	3
INPUT FORMS, NEIS.....	43-1-4-12	5
INQUIRY LOG REPORT (NEI 210).....	43-1-5-23	10
INQUIRY PASSWORD AUTHORIZATION, STATUS (NEIS S-1).....	43-1-4-22	6
INQUIRY REQUEST, STATUS (NEIS S-2).....	43-1-4-23	6
INQUIRY SECURITY FILE PRINT (NEI 215).....	43-1-5-24	10
INTRASTATE DOCUMENT CORRECTION REQUEST, PAYROLL (NEIS M-4)...	43-1-4-14	5
INTRASTATE TRANSACTION DOCUMENT (NEI 64001).....	43-1-5-25	10
INTRASTATE TRANSACTIONS DOCUMENT (DAS-02-12).....	43-1-6-12	15
INVALID FEDERAL GRANT TRANSACTIONS, MONTHLY AND DAILY (ABC 070) (OBSOLETE 1982).....	43-1-9-30	32
INVALID TRANSACTIONS, MONTHLY (ABC 003) (OBSOLETE 1982).....	43-1-9-31	33
INVESTMENT BALANCES MONTHLY AND DAILY, REPORT OF (ABC 033) (OBSOLETE 1982).....	43-1-9-32	33
INVESTMENT TRANSACTIONS, MONTHLY (ABC 182) (OBSOLETE 1982)...	43-1-9-33	33
JOB CLASSIFICATION STATUS INQUIRY (NEI 20503).....	43-1-5-26	10
LABOR STATISTICS REPORT (NEI 50229).....	43-1-5-27	10
LEAVE ADJUSTMENT REQUEST, ACCUMULATED (NEIS H-9).....	43-1-4-1	4
LEAVE STATUS REPORT (NEI 64004).....	43-1-5-28	10
LETTER OF CREDIT CASH ACTIVITY, DAILY (NAS 435).....	43-1-7-16	19
LISTING OF BONDS ISSUED (NEI 50253).....	43-1-5-29	11
MTD POSTED TRANSACTION PURGE (NAS 510).....	43-1-7-42	22
MANAGEMENT APPROPRIATION STATUS (OBSOLETE 1983).....	43-1-9-34	33
MANAGEMENT SYSTEMS AND STUDIES BUREAU.....	43-1-1	1
MANUAL CONTROL LEDGER.....	43-1-3-6	2
MANUAL DEPOSIT ANALYSIS SUMMARY.....	43-1-3-7	3
MASTER RECORDS NOT LISTED BY DFAFS, STATE GRANT (ABC 212) (OBSOLETE 1982).....	43-1-9-45	34
MONTHLY BATCH STATUS (NEI 140).....	43-1-5-30	11
MONTHLY SUMMARY OF DAILY WARRANT CONTROL FORMS (DAS 65-1203).	43-1-2-4	1
MONTHLY SUMMARY WORKSHEET.....	43-1-2-5	2
MULTIPLE AGENCY FUNDS - BALANCE SHEET SUMMARY (NAS 596).....	43-1-7-43	22
MULTIPLE PAYEE ATTACHMENT (DAS-02-13).....	43-1-6-13	16

NAS DAILY RUN (NAS 370).....	43-1-7-44	23
NAS DOCUMENT CONTROL REPORT (NEI 64005).....	43-1-5-31	11
NAS (NEBRASKA ACCOUNTING SYSTEM) FORMS.....	43-1-6	14
NAS (NEBRASKA ACCOUNTING SYSTEM) REPORTS.....	43-1-7	17
NAS TAPES.....	43-1-8-1	27
NEIS ATTENDANCE REPORT (NEI 50250).....	43-1-4-11	5
NEIS DETAIL TRANSACTIONS.....	43-1-8-2-1	28
NEIS EMPLOYEE DATA BASE.....	43-1-8-2-3	28
NEIS INPUT FORMS.....	43-1-4-12	5
NEIS POSITION DATA BASE.....	43-1-8-2-2	28
NEIS REPORTS.....	43-1-5	7
NEIS SOURCE DOCUMENTS.....	43-1-4	4
NIES TAPES.....	43-1-8-2	28
NOTICE OF IDENTIFYING NUMBER, FORM OAR-S14.....	43-1-3-8	3
NOTIFICATION OF UPCOMING EMPLOYEE TRANSACTIONS (NEI 50209)...	43-1-5-32	11
OBSOLETE RECORDS.....	43-1-9	29
ONE-TIME PAYMENT AUTHORIZATION (NEIS S-1).....	43-1-4-13	5
OPEN PURCHASE ORDER AND ENCUMBRANCE REPORT (ABC 025) (OBSOLETE 1982).....	43-1-9-35	33
OVERTIME REPORT, SUMMARY OF (NEI 50254).....	43-1-5-50	13
PAID WARRANT RECEIPTS.....	43-1-2-6	2
PAY DISTRIBUTION, REPORT OF (NEI 50216).....	43-1-5-40	12
PAYEE ATTACHMENT, MULTIPLE (DAS-02-13).....	43-1-6-13	16
PAYEE REFERENCE ATTACHMENT (DAS-02-14).....	43-1-6-14	16
PAYMENT AUTHORIZATION, ONE-TIME (NEIS S-1).....	43-1-4-13	5
PAYROLL ADJUSTMENTS, TO-DATE (NEIS H-5).....	43-1-4-26	7
PAYROLL ATTENDANCE CONTROL REGISTER (NEI 50304).....	43-1-5-33	11
PAYROLL DOCUMENT (NEI 63002).....	43-1-5-34	11
PAYROLL INTRASTATE DOCUMENT CORRECTION REQUEST (NEIS M-4)....	43-1-4-14	5
PAYROLL POSTING SUMMARY (NAS 390).....	43-1-7-45	23
PAYROLL VOUCHER, EMERGENCY (J2A-J2B).....	43-1-4-5	4
PERSONAL SERVICE LIMITATION STATUS (NAS 340).....	43-1-7-46	23
PERSONAL SERVICE UPDATES (NAS 117).....	43-1-7-47	23
PERSONAL SERVICES FORM NUMBER 10 (NIE 50230).....	43-1-5-35	11
PERSONNEL INFORMATION FORM (NEIS H-1).....	43-1-4-15	5
POSITION ACTION REQUEST (NEIS E-1).....	43-1-4-16	6
POSITION ASSIGNMENT FORM (NEIS H-2).....	43-1-4-17	6
POSITION EXPENDITURE TRANSFER (NEIS E-2).....	43-1-4-18	6
POSITION EXPENDITURES CORRECTION FORM (NEIS E-4).....	43-1-4-19	6
POSITION INFORMATION CORRECTION REQUEST (NEIS E-3).....	43-1-4-20	6
POSITION STAFFING REPORT (NEI 50210).....	43-1-5-36	12
POSITION STATUS INQUIRY (NEI 20504).....	43-1-5-37	12
POSITIONS BY AGENCY, BUDGET SUMMARY OF (NEI 50306) (OBSOLETE 1983).....	43-1-9-5	29
POSITIONS BY PROGRAM, BUDGET SUMMARY OF (NEI 50305)(OBSOLETE 1983).....	43-1-9-6	29
POSITIONS BY STATE, BUDGET SUMMARY OF (NEI 50307)(OBSOLETE 1983).....	43-1-9-7	29
POSITIONS BY SUBPROGRAM, REPORT OF (NEI 50220).....	43-1-5-41	12
POST CLOSING FUND SUMMARY (NAS 760).....	43-1-7-48	23
POST CLOSING FUND SUMMARY BY FUND TYPE (NAS 765).....	43-1-7-49	23
POSTAGE BILLING LISTING (NAS 295).....	43-1-7-50	23

POSTED RECEIPT TRANSACTIONS (NAS 305).....	43-1-7-51	23
POSTED TRANSACTION PURGE, MTD (NAS 510).....	43-1-7-42	22
POSTED TRANSACTION SUMMARY (NAS 475).....	43-1-7-52	24
POSTED TRANSACTIONS (NAS 300).....	43-1-7-53	24
POSTING MASTER (AFTER PURGE FOR NFY).....	43-1-8-1-2	27
POSTING MASTER (BEFORE CLOSING ENTRIES).....	43-1-8-1-1	27
POSTING SUMMARY, PAYROLL (NAS 390).....	43-1-7-45	23
PROCESSING CONTROL, DAILY (NAS 490).....	43-1-7-17	19
PROGRAM AND FUND MASTER (OBSOLETE 1982).....	43-1-8-3-3	28
PROGRAM/PERSONAL SERVICES UPDATE BATCH CONTROL (NAS 111).....	43-1-7-54	24
PROGRAM SUMMARY (NAS 571-574).....	43-1-7-55	24
PROJECT FILES.....	43-1-1-2	1
PROOF ERROR AND STATUS LOG (NEI 16004).....	43-1-5-38	12
QUARTERLY SOCIAL SECURITY (NEI 50259) (OBSOLETE 1981).....	43-1-9-36	33
QUARTERLY WAGE REPORTS, FILE COPY OF (FORM OAR-S3)(OBSOLETE 1980).....	43-1-9-37	33
RECAPITULATION REPORTS, ANNUAL.....	43-1-3-9	3
RECAPITULATION OF STATE'S REPORT OF WAGES PAID, FORM SSA-3962	43-1-3-10	3
RECEIPT TRANSACTIONS, POSTED (NAS 305).....	43-1-7-51	23
REFUND TRANSACTIONS, MONTHLY (ABC 183) (OBSOLETE 1982).....	43-1-9-38	34
REPORT OF DEDUCTIONS NOT TAKEN (NEI 63009).....	43-1-5-39	12
REPORT OF OBJECTS BY FUND TYPE (ABC 181) (OBSOLETE 1982).....	43-1-9-39	34
REPORT OF PAY DISTRIBUTION (NEI 50216).....	43-1-5-40	12
REPORT OF POSITIONS BY SUBPROGRAM (NEI 50220).....	43-1-5-41	12
RETIREMENT DATES, SCHEDULE OF EMPLOYEES MANDATORY (NEI 50218)	43-1-5-47	13
RETURN, STATE CONTRIBUTION, FORM SSA-3961.....	43-1-3-11	3
REVENUE, MONTHLY REPORT OF DETAILED (ABC162) (OBSOLETE 1982).	43-1-9-40	34
REVENUE BY SOURCE AND FUND, REPORT OF (ABC 144) (OBSOLETE 1982).....	43-1-9-41	34
RUN TO RUN CONTROL REPORT (NEI 1606).....	43-1-5-42	12
SCF CHANGE REGISTER (NEI 325).....	43-1-5-43	12
SALARY CHANGES BY AGENCY (NEI 50221).....	43-1-5-44	12
SALARY GRADE CHANGE FORM (NEIS A-1).....	43-1-4-21	6
SALARY GRADE, CLASSES BY (NEI 50205).....	43-1-5-8	8
SALARY GRADE, COMPARISON OF PAY BY (NEI 50206).....	43-1-5-11	8
SALARY SCHEDULES (NEI 50217).....	43-1-5-45	13
SALARY STATUS INQUIRY (NEI 20502).....	43-1-5-46	13
SCHEDULE OF EMPLOYEES HIRED AT OTHER THAN HIRING RATE (NEI 50222) (OBSOLETE 1980).....	43-1-9-42	34
SCHEDULE OF EMPLOYEES' MANDATORY RETIREMENT DATES (NEI 50218)	43-1-5-47	13
SCHEDULE OF SLC TRANS BY ACCOUNT, DAILY (NAS 430).....	43-1-7-18	19
SECURITY FILE MAINTENANCE REPORT (NEI 20506).....	43-1-5-48	13
SIGNOUT SHEET, VAULT KEY.....	43-1-2-7	2
SOCIAL SECURITY ADMINISTRATION BUREAU.....	43-1-3	2
SOCIAL SECURITY REPORTING CARD (OBSOLETE 1980).....	43-1-9-43	34
SOURCE OF REVENUE BY FUND (ABC 108) (OBSOLETE 1982).....	43-1-9-44	34
STATE CONTRIBUTION RETURN, FORM SSA-3961	43-1-3-11	3
STATE GRANT EXPENDITURES REPORTED TO ED (NAS 608).....	43-1-7-56	24
STATE GRANT EXPENDITURES REPORTED TO HHS (NAS 626).....	43-1-7-57	24

STATE GRANT MASTER RECORDS NOT LISTED BY DFAFS (ABC 212) (OBSOLETE 1982).....	43-1-9-45	34
STATE OF NEBRASKA ANNUAL FISCAL REPORT.....	43-1-1-3	1
STATEMENT OF FUNDS FOR FISCAL YEAR AS OF MONTH END (OBSOLETE 1980).....	43-1-9-46	34
STATE'S REPORT OF ADJUSTMENTS, FORM SSA-3964.....	43-1-3-12	3
STATE'S REPORT OF WAGES PAID, RECAPITULATION OF (FORM SSA-3962).....	43-1-3-10	3
STATEWIDE COST ALLOCATION PLAN, A-87.....	43-1-1-4	1
STATUS AND PROOF ERROR LOG (NEI 16004).....	43-1-5-38	12
STATUS INQUIRY, EMPLOYEE (NEI 20505).....	43-1-5-19	9
STATUS INQUIRY, ENTITY (NEI 20507).....	43-1-5-21	9
STATUS INQUIRY (INVALID) (NEI 205).....	43-1-5-49	13
STATUS INQUIRY, JOB CLASSIFICATION (NEI 20503).....	43-1-5-26	10
STATUS INQUIRY PASSWORD AUTHORIZATION (NEIS S-1).....	43-1-4-22	6
STATUS INQUIRY, POSITION (NEI 20504).....	43-1-5-37	12
STATUS INQUIRY REQUEST (NEIS S-2).....	43-1-4-23	6
STATUS INQUIRY, SALARY (NEI 20502).....	43-1-5-46	13
SUMMARY HISTORY.....	43-1-8-1-4	27
SUMMARY OF OVERTIME REPORT (NEI 50254).....	43-1-5-50	13
SUMMARY STAFFING REPORT (NEI 50301).....	43-1-5-51	13
SUMMARY WORKSHEET, MONTHLY.....	43-1-2-5	2
SUSPENSE DATA BASE CORRECTION REQUEST (NEIS M-5).....	43-1-4-24	6
SUSPENSE FILE UPDATE (DAS-02-21).....	43-1-6-15	16
SYSTEM CONTROL CHANGE REGISTER (NAS 160).....	43-1-7-58	24
SYSTEM CONTROL FILE (NEI 32002).....	43-1-5-52	13
SYSTEM CONTROL FILE AND INPUT CONTROL FILE (NAS 195).....	43-1-7-59	24
SYSTEM CONTROL FILE MAINTENANCE PRINT (NEI 32001).....	43-1-5-53	14
SYSTEM MONTH-END REPORT BALANCING, ABC (OBSOLETE 1982).....	43-1-9-1	29
TABLE MAINTENANCE FORM.....	43-1-4-25	7
TAX STATEMENTS FOR STATE AND LOCAL GOVERNMENTAL EMPLOYERS, TRANSMITTAL OF INCOME AND (FORM W-3 S & L).....	43-1-3-14	3
TAX STATEMENTS, TRANSMITTAL OF CORRECTED INCOME AND, FORM W-3C.....	43-1-3-13	3
1099 IRS FILES (OBSOLETE 1982).....	43-1-8-3-7	29
1099 REPORTABLE (ABC 274) (OBSOLETE 1982).....	43-1-9-47	35
1099 REPORTABLE (OBSOLETE 1982).....	43-1-8-3-6	29
1099 REPORTABLE VENDORS (NAS 840).....	43-1-7-60	24
1099 UPDATES BATCH CONTROL (NAS 805).....	43-1-7-61	25
1099 UPDATES, CUMULATIVE (NAS 810).....	43-1-7-15	19
TO-DATE PAYROLL ADJUSTMENTS (NEIS H-5).....	43-1-4-26	7
TRANSACTION CODING (NAS 175 AND NAS 121).....	43-1-7-62	25
TRANSACTION CODING MASTER.....	43-1-8-1-3	27
TRANSACTION CODING MASTER UPDATE (FORM) (DAS-02-22).....	43-1-6-16	16
TRANSACTION CODING MASTER UPDATE BATCH CONTROL (NAS 115).....	43-1-7-63	25
TRANSACTION DOCUMENT, INTRASTATE (NEI 64001).....	43-1-5-25	10
TRANSACTION HISTORY (OBSOLETE 1982).....	43-1-8-3-1	28
TRANSACTIONS FORM, ENTITY.....	43-1-3-2	2
TRANSACTIONS, MONTHLY INVALID (ABC 003) (OBSOLETE 1982).....	43-1-9-31	33
TRANSACTIONS PROCESSED, SUMMARY OF (ABC 154) (OBSOLETE 1982).....	43-1-9-48	35
TRANSMITTAL OF CORRECTED INCOME AND TAX STATEMENTS, FORM W-3C	43-1-3-13	3
TRANSMITTAL OF INCOME AND TAX STATEMENTS FOR STATE AND LOCAL GOVERNMENTAL EMPLOYERS, FORM W-3 S & L.....	43-1-3-14	3

UNIVERSITY EDIT FILE UPDATE LISTING (ABC 921) (OBSOLETE 1982)	43-1-9-49	35
UNIVERSITY MASTER EDIT FILE LISTING (ABC 923) (OBSOLETE 1982)	43-1-9-50	35
UPDATE/ERROR REPORT (NAS 415)	43-1-7-64	25
VACANCY REPORT (NEI 50212)	43-1-5-54	14
VAULT KEY SIGNOUT SHEET	43-1-2-7	2
VENDOR DIRECTORY (NAS 190)	43-1-7-65	25
VENDOR MASTER UPDATES BATCH CONTROL (NAS 140)	43-1-7-66	25
VENDOR TRANSACTIONS - ANNUAL (NAS 830A)	43-1-7-67	25
VENDOR TRANSACTIONS - MONTHLY (NAS 830M)	43-1-7-68	25
VENDOR TRANSACTIONS - SEMI-ANNUALLY (NAS 830 SA)	43-1-7-69	25
VOUCHER, EMERGENCY PAYROLL (J2A-J2B)	43-1-4-5	4
VOUCHER REGISTER (ABC 019) (OBSOLETE 1983)	43-1-9-51	35
VOUCHERS, FUTURE (NAS 225)	43-1-7-30	20
VOUCHERS (NAS PROCESSED)	43-1-6-17	16
VOUCHERS (OBSOLETE 1983)	43-1-9-52	35
VOUCHERS UPDATES BATCH CONTROL, FUTURE (NAS 150)	43-1-7-31	21
W-2 (NEI 5026)	43-1-5-55	14
WAGES PAID, RECAPITULATION OF STATE'S REPORT OF, FORM SSA-3962	43-1-3-10	3
WAIVER OF HEARING AND CONSENT TO PARTIAL TERMINATION OF AGREEMENT	43-1-3-15	3
WARRANT CANCELLATION ATTACHMENT (DAS-02-14)	43-1-6-18	17
WARRANT CONTROL FORM, DAILY (DAS 65-1202)	43-1-2-2	1
WARRANT CONTROL FORMS, MONTHLY SUMMARY OF DAILY (DAS-65-1203)	43-1-2-4	1
WARRANT RECEIPTS, PAID	43-1-2-6	2
WARRANT REGISTER (ABC) (OBSOLETE 1982)	43-1-9-53	36
WARRANT REGISTER (NAS 280 and 480)	43-1-7-70	26
WARRANT REGISTER (NEI 565-UN and NEI 56001-NEIS)	43-1-5-56	14
WARRANT REPORT (NAS 290)	43-1-7-71	26
WARRANT SIGNOUT LISTING	43-1-7-72	26
WARRANT SIGNOUT LISTING (ABC 016) (OBSOLETE 1982)	43-1-9-54	36
WORKSHEET, MONTHLY SUMMARY	43-1-2-5	2
YEAR TO DATE EMPLOYEE EARNINGS REPORT (NEI 50261)	43-1-5-57	14

SCHEDULE NO. 43 - RECORDS OF DEPARTMENT OF ADMINISTRATIVE SERVICES

43-1 ACCOUNTING DIVISION

43-1-1 MANAGEMENT SYSTEMS AND STUDIES BUREAU

43-1-1-1 AUDIT REPORTS FOR STATE AGENCIES

Disposition: Dispose of after 3 years.

43-1-1-2 PROJECT FILES

Data is collected for use in systems design which will include problem analysis, form changes and manual updates. May include worksheets, correspondence, sample forms, statute research and written drafts of project information.

Disposition: Dispose of after 5 years or when no longer of reference value whichever is later, subject to review by the State Archivist.

43-1-1-3 STATE OF NEBRASKA ANNUAL FISCAL REPORT

Report prepared annually which provides a summary of the financial transactions of the State of Nebraska during the fiscal year. Includes workpapers, correspondence, and all other related papers used in the preparation of the report.

Disposition: Retain permanently.

43-1-1-4 STATEWIDE COST ALLOCATION PLAN, A-87

Plan initiated in 1969 as a means of charging for administrative services on the state level. Annual files include the "Negotiation Agreement" which is reviewed annually with Health and Human Services, worksheets, and correspondence.

Disposition: Dispose of after 10 years or after audit, whichever is later.

43-1-2 ACCOUNTING OPERATIONS

43-1-2-1 APPOINTMENT OF AUTHORIZED AGENT CARDS

Card used to notify the Department of Administrative Services that an individual has been authorized to sign documents for a specific agency.

Disposition: Transfer to the State Auditor after expiration.

43-1-2-2 DAILY WARRANT CONTROL FORM (DAS 65-1202)

Daily reconciliation form used to balance the total number of warrants written each day.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-2-3 GRANT RECONCILIATION

Monthly manual compilation of information regarding the total amounts of money received for single letter of credit grants and the expenditure of funds for the month.

Disposition: Dispose of after audit.

43-1-2-4 MONTHLY SUMMARY OF DAILY WARRANT CONTROL FORMS (DAS 65-1203)

Monthly Reconciliation form used to balance the total number of warrants used, voided, and added to each type of warrant stock used for NAS,

Payroll, or other subsystems.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-2-5 MONTHLY SUMMARY WORKSHEET

Manual summary of DAILY WARRANT CONTROL FORM used in balancing monthly reports. Includes the number of transactions taking place.

Disposition: Dispose of after 2 years.

43-1-2-6 PAID WARRANT RECEIPTS

Transmittals acknowledging the receipt of blank warrants.

Disposition: Dispose of after audit.

43-1-2-7 VAULT KEY SIGNOUT SHEET

Daily record of people signing out key for entering the DAS vault.

Disposition: Dispose of after 1 year or after audit, whichever is later.

43-1-3 SOCIAL SECURITY ADMINISTRATION BUREAU

43-1-3-1 CONTRACTS

Includes the original contract and modifications between the Federal Government and the State of Nebraska. Also includes "Resolutions" and "Plans and Agreements" between the State of Nebraska and the political subdivisions of the State.

Disposition: ORIGINAL RECORD: Microfilm for security, retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

43-1-3-2 ENTITY TRANSACTIONS FORM

Original copy of the interim wage report submitted by the entities.

Disposition: Dispose of after 4 years or after audit, whichever is later.

43-1-3-3 FEDERAL REPORT OF ADJUSTMENTS, FORM SSA-L4559

Copy of this form which is used by the Federal Government to make adjustments if the State makes an error in reporting.

Disposition: Dispose of after 4 years or after audit, whichever is later.

43-1-3-4 GENERAL LEDGER (SSR)

Annual computer generated report records each transaction between the State Social Security Bureau and each entity.

Disposition: Transfer to the State Records Center after 1 year; dispose of after 4 years.

43-1-3-5 GENERAL LEDGER (SUMMARY)

Monthly computer generated report summarizes transactions between the State Social Security Bureau and the entities.

Disposition: Transfer to the State Records Center after 1 year; dispose of after 4 years.

43-1-3-6 MANUAL CONTROL LEDGER

Work ledger records whatever is sent to data processing.

Disposition: Dispose of after 3 years or after audit, whichever is later.

43-1-3-7 MANUAL DEPOSIT ANALYSIS SUMMARY

Work documents used to reconcile information sent to the State Treasurer's Office and Data Processing.

Disposition: Dispose of after 4 years or after audit, whichever is later.

43-1-3-8 NOTICE OF IDENTIFYING NUMBER, FORM OAR-S14

Cards show entity name and identification number. Active and inactive cards provide the only complete record of entities covered by the contract since 1951.

Disposition: ORIGINAL RECORD: Microfilm for security, retain permanently.

SECURITY MICROFILM: Transfer to the State Archives, retain permanently.

MICROFILM WORK COPY: Retain permanently.

43-1-3-9 RECAPITULATION REPORTS, ANNUAL

Annual computer report is used as a check between manual and computerized ledgers.

Disposition: Dispose of after 4 years.

43-1-3-10 RECAPITULATION OF STATE'S REPORT OF WAGES PAID, FORM SSA-3962

Copy of a form which recaps information from Form W-3S & L and is sent to the Federal Government.

Disposition: Dispose of after 4 years or after audit, whichever is later.

43-1-3-11 STATE CONTRIBUTION RETURN, FORM SSA-3961

Copy of a form which recaps information from "Recapitulation of State's Report of Wages Paid", and is sent to the Federal Government along with Forms SSA-3962, W-3C.

Disposition: Dispose of after 4 years or after audit, whichever is later.

43-1-3-12 STATE'S REPORT OF ADJUSTMENTS, FORM SSA-3964

Form used by the entity to correct wage information previously reported under the Social Security Act.

Disposition: Dispose of after 4 years or after audit, whichever is later.

43-1-3-13 TRANSMITTAL OF CORRECTED INCOME AND TAX STATEMENTS, FORM W-3C

Administrator's copy of this form is transmitted when a W-2 form for 1982 and later is corrected.

Disposition: Dispose of after 4 years or after audit, whichever is later.

43-1-3-14 TRANSMITTAL OF INCOME AND TAX STATEMENTS FOR STATE AND LOCAL GOVERNMENTAL EMPLOYERS, FORM W-3 S & L

Administrator's copy of this form which is transmitted annually.

Disposition: Dispose of after 4 years or after audit, whichever is later.

43-1-3-15 WAIVER OF HEARING AND CONSENT TO PARTIAL TERMINATION OF AGREEMENT

Copy of this waiver and consent is filed with the State Social Security Bureau

when an entity is terminated from coverage.

Disposition: ORIGINAL RECORD: Microfilm for security, retain permanently.
SECURITY MICROFILM: Transfer to the State Archives, retain permanently.
MICROFILM WORK COPY: Retain permanently.

43-1-4 NEIS SOURCE DOCUMENTS

43-1-4-1 ACCUMULATED LEAVE ADJUSTMENT REQUEST (NEIS H-9)

Is used to create employee leave balances, to transfer leave balances when an employee transfers positions, to adjust carry-over balances, to correct errors on leave accumulations, and to close out leave accounts on separated employees.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-2 ATTENDANCE UPDATE AND CORRECTION FORM (M-3)

Form is used to submit new employees attendance data when that employee is established in NEIS after the ATTENDANCE REPORT is printed, but before the payroll is to be processed. Change exception attendance data after the ATTENDANCE REPORT has been processed.

Disposition: Dispose of after 3 months.

43-1-4-3 BATCH TICKET (NEIS Z-1)

Ticket identifies the document in the batch and related transaction control totals which are used in later processing to ensure that all transactions in the batch are, in fact, processed.

Disposition: Dispose of after 3 months.

43-1-4-4 CLASS CODE AND TITLE FORM (NEIS C-1)

Form is used to create, change, and inactivate classification codes and titles in the NEIS Classification Code and Title Data Base.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-5 EMERGENCY PAYROLL VOUCHER (J2A-J2B)

Document is used to pay employees when payment is requested prior to the next routine pay cycle; cancel payroll warrants; refund money to employees; process refunds from employees; and perform balanced position expenditure transfer transactions.

Disposition: Transfer to the State Records Center after 1 year; dispose of after 5 years or after audit, whichever is later.

43-1-4-6 EMPLOYEE DATA BASE MAINTENANCE FORM (NEIS M-1)

Form is used to correct or adjust computer generated information fields on the Employee Data Base. Data fields are used for either substituting correct data for erroneous data or adjusting the data in the system.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-7 EMPLOYEE DEDUCTION AUTHORIZATION FORM (NEIS H-3)

Document is used to process employee deduction transactions such as Status Changes, Stops, Transfers, Direct Payments, and Special Transactions for life and health insurance, other deductions, and state retirement deductions.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-8 EMPLOYEE DEDUCTION CORRECTION REQUEST (NEIS M-2)

Document is used to correct or adjust computer generated information fields on the Employee Data Base. Data fields are used to replace erroneous data in the system.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-9 ENTITY ACTION REQUEST (NEIS D-1)

Form is used to create, change, or inactivate an entity and establish the relationship between reporting entities.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-10 INCOME ADJUSTMENT AUTHORIZATION (NEIS H-8)

Is used to make increases or decreases to an employee's gross pay, FICA gross, Retirement gross, or to use in the computation of taxes as in the case of perquisites.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-11 NEIS ATTENDANCE REPORT (NEI 50250)

Report is used by agencies to input payroll attendance data into NEIS. Source document is used to input exceptions to employee attendance data each pay period.

Disposition: Dispose of after 3 months.

43-1-4-12 NEIS INPUT FORMS

Computer entry documents. Submitted by agencies and not returned to them.

Disposition: Transfer to State Records Center after 6 months; dispose of after 5 years.

43-1-4-13 ONE-TIME PAYMENT AUTHORIZATION (NEIS S-1)

Document is used to process a one-time only payment to temporary employees who may or may not have been previously established in NEIS. Is used primarily by the Military Department to pay National Guardsmen called out on emergency state active duty.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-14 PAYROLL INTRASTATE DOCUMENT CORRECTION REQUEST (NEIS M-4)

Document is used to correct invalid or erroneous data in the accounting code block of the Payroll Intrastate Transactions Document.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-15 PERSONNEL INFORMATION FORM (NEIS H-1)

Is completed whenever an employee is first hired with the State, and to update or change information during the employee's employment with the State.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-16 POSITION ACTION REQUEST (NEIS E-1)

Input and turnaround document is used to create, change, or inactivate position information.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-17 POSITION ASSIGNMENT FORM (NEIS H-2)

Is used to create or change employee information, including pay, position assignment, evaluation date, leave of absence, separation, and transfer.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-18 POSITION EXPENDITURE TRANSFER (NEIS E-2)

Document is used to correct and/or adjust a position's personal services expenditure by transferring expenditures from one accounting code block to another.

Disposition: Transfer to the State Records Center after 1 year; dispose of after 5 years.

43-1-4-19 POSITION EXPENDITURES CORRECTION FORM (NEIS E-4)

Document used to correct position expenditure information on the position data base when the system has improperly posted or not posted certain expenditures.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-20 POSITION INFORMATION CORRECTION REQUEST (NEIS E-3)

Is used to correct and/or adjust computer generated information on the Position Data Base.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-21 SALARY GRADE CHANGE FORM (NEIS A-1)

Is used to create, change, and inactivate salary grades in the NEIS Salary Schedule Data Base.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-22 STATUS INQUIRY PASSWORD AUTHORIZATION (NEIS S-1)

Document is used to add, change, or delete agency Status Inquiry Password.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-23 STATUS INQUIRY REQUEST (NEIS S-2)

Document used to request specific information that currently exists on the data base. Results in a report of all information on file for a particular data base record (employee, position, etc.).

Disposition: Dispose of after 3 months.

43-1-4-24 SUSPENSE DATA BASE CORRECTION REQUEST (NEIS M-5)

Document is used to delete invalid or erroneous data from the suspense data base before current updates to the data base are made.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-25 TABLE MAINTENANCE FORM

Form used to add, change, or delete information from the system control file.

Disposition: Transfer to the State Records Center after 6 months; dispose of after 5 years.

43-1-4-26 TO-DATE PAYROLL ADJUSTMENTS (NEIS H-5)

Document is used to correct and/or adjust month, quarter, and calendar year-to-date accumulated employee payroll totals.

Disposition: Transfer to the State Records Center after 6 months, dispose of after 5 years.

43-1-5 NEIS REPORTS

43-1-5-1 AGENCY DEDUCTION REPORT (NEI 50255 and NEI 63005)

Computer output microfilm (COM) is used by the agencies and those vendors not receiving other communication media to identify each employee deduction and related state contributions and a summary of both.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of after 1 year.

43-1-5-2 AGENCY RETIREMENT REPORT (NEI 50258)

Monthly computer output microfilm (COM) is used to detail all retirement deductions by employee, the basis for those deductions, and the respective state contribution for each approved state retirement plan.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of after 1 year.

43-1-5-3 ATTENDANCE REPORT/PAYROLL UNITS CONTROL TOTALS (NEI 164006)

Computer output microfilm (COM) is used by agencies to verify that all pay units entered on the PAYROLL ATTENDANCE REPORT were actually processed in NEIS. Only units affecting gross pay are represented on the report. Data includes primary object units, overtime hours, shift differential hours, compensatory time paid hours, and supplemental pay hours.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of after 3 months.

43-1-5-4 BATCH CONTROL LISTING (NEI 108)

Daily report lists all batches that were processed for the day. Control report is used to verify every batch entered to see if it was in balance and accepted, or if it was out-of-balance and rejected.

Disposition: Dispose of after 3 months.

43-1-5-5 BATCH NUMBER CONTROL REPORT (NEI 108)

Lists all batches rejected because of either an invalid batch number or a previously submitted batch number. These batches are evaluated, corrected, and reprocessed as appropriate.

Disposition: Dispose of after corrected batch has been resubmitted.

43-1-5-6 BOND STATUS REPORT (NEI 50252)

Monthly computer output microfilm (COM) is used to confirm an employee's

bond status and to verify that previous balances have been properly carried forward.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 1 year.

43-1-5-7 CALCULATED PAYROLL DETAIL REPORT (NEI 63001)

Computer output microfilm (COM) maintained by NEIS office supports the payroll for each state employee at the lowest detail level. Is used to verify current year to date payroll information and employee funding.

Disposition: SECURITY MICROFILM: Transfer the last monthly and bi-weekly fiche for each calendar year to the State Archives; retain permanently. Transfer other monthly and bi-weekly fiche to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Retain permanently the last monthly and bi-weekly fiche for each calendar year. Dispose of other monthly and bi-weekly fiche after 5 years.

43-1-5-8 CLASSES BY SALARY GRADE (NEI 50205)

Quarterly computer output microfilm (COM) is used by State Personnel and the Joint Merit System to review class titles grouped within each salary grade.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 3 months.

43-1-5-9 CLASSIFICATION TITLE MASTER (ALPHABETIC) (NEI 50203)

Monthly computer output microfilm (COM) provides a master listing of classification titles, codes, and related salary grades.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 1 year.

43-1-5-10 CLASSIFICATION TITLE MASTER (NUMERIC) (NEI 50201)

Monthly computer output microfilm (COM) provides a master listing of classification titles, code and related salary grades.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 1 year.

43-1-5-11 COMPARISON OF PAY BY SALARY GRADE (NEI 50206)

Quarterly computer output microfilm (COM) provides a listing by salary grade of merit and classified salary grade employees and their salaries.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 1 year.

43-1-5-12 DATA BASE CONTROL REPORT (NEI 16007)

Report provides control totals which are used to monitor data base transaction updates and identify any errors caused when posting the NEIS data base.

Disposition: Dispose of after 3 months.

43-1-5-13 DATA BASE MASTER CONTROL REPORT (NEI 340)

Provides a comparison of data base control totals per internally maintained data base control records and an actual count of existing data base records at

the time this process takes place.

Disposition: Dispose of after superseded.

43-1-5-14 DEDUCTION EXCEPTIONS (NEI 50264)

Monthly report identifies all health insurance deductions taken during the month that do not equal the monthly premiums for the employee's insurance plan. The report is generated only when there are exceptions.

Disposition: Dispose of after 1 year.

43-1-5-15 DIRECT DEPOSIT REGISTER (NEI 64002)

Computer output microfilm (COM) pay cycle report listing of all employees whose pay was directly deposited in a financial institution and employees who had a prenotification sent to a financial institution.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of after 5 years.

43-1-5-16 EMPLOYEE CROSS REFERENCE (ALPHA) (NEI 50227)

Computer output microfilm (COM) is used to access an employee's social security number if only the name is known.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of year-end fiche after 5 years; dispose of all other fiche after 1 year.

43-1-5-17 EMPLOYEE CROSS REFERENCE (NUMERIC) (NEI 50226)

Computer output microfilm (COM) is used to access an employee's name if only his social security number is known.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of year-end fiche after 5 years; dispose of all other fiche after 1 year.

43-1-5-18 EMPLOYEE PURGE REPORT (NEI 33000)

Report indicates the total number of segments deleted from the Employee Data Base. Identifies those employees who have had segments deleted in addition to their to-date segment.

Disposition: Transfer to the State Records Center after 1 year; dispose of after 5 years.

43-1-5-19 EMPLOYEE STATUS INQUIRY (NEI 20505)

Daily report provides all information currently maintained in the Employee Data Base for a specific employee.

Disposition: Dispose of after 1 day or when no longer of reference value, whichever is later.

43-1-5-20 EMPLOYEES HIRED DURING MONTH (NEI 50222)

Monthly computer output microfilm (COM) identifies all state positions filled during the month.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of after 3 years.

43-1-5-21 ENTITY STATUS INQUIRY (NEI 20507)

Daily report provides all the information currently maintained in the Entity

Data Base for the entity requested.
Disposition: Dispose of after 1 day.

43-1-5-22 EXCEPTION PAYROLL REPORT (NEI 63007)
Computer output microfilm (COM) identifies those employees whose salary for this period is abnormally greater than their normal salary.
Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 1 month.

43-1-5-23 INQUIRY LOG REPORT (NEI 210)
Daily report lists all daily status inquiries that were entered or rejected by the Inquiry system.
Disposition: Dispose of after 3 months.

43-1-5-24 INQUIRY SECURITY FILE PRINT (NEI 215)
Provides a complete listing of all valid passwords which may be used to request Status Inquiry Reports for specific data base keys within each data base.
Disposition: Dispose of after superseded.

43-1-5-25 INTRASTATE TRANSACTION DOCUMENT (NEI 64001)
Computer output microfilm (COM) and reports are issued each pay cycle and when report is signed, provides a statement that the payroll expenses of the funding agency are correct and authorizes funds to be transferred to the imprest payroll fund.
Disposition: REPORT: Dispose of after 5 years or after audit, whichever is later.
SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 5 years.

43-1-5-26 JOB CLASSIFICATION STATUS INQUIRY (NEI 20503)
Computer report is issued to agencies upon request. Report provides information in the classification code data base for the class code requested.
Disposition: Dispose of after 1 day or when no longer of reference value, whichever is later.

43-1-5-27 LABOR STATISTICS REPORT (NEI 50229)
Monthly computer output microfilm (COM) provides statistical information which will satisfy the Department of Labor statistical reporting requirements.
Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 1 year.

43-1-5-28 LEAVE STATUS REPORT (NEI 64004)
Computer output microfilm (COM) is issued each pay cycle and provides employee leave status information for each position within an entity and agency. Will be used to monitor and control vacation, sick, and compensation leave balance and provides data on other leave taken.
Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 3 months.

43-1-5-29 LISTING OF BONDS ISSUED (NEI 50253)

Computer output microfilm (COM) acts as a control listing for bonds issued each month and supports the tape sent to the Federal Reserve Board of Kansas City.

Disposition: SECURITY MICROFILM: Transfer to security storage, dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 5 years.

43-1-5-30 MONTHLY BATCH STATUS (NEI 140)

Provides a batch status summary of all agency batches submitted in the current month.

Disposition: Dispose of after 3 months.

43-1-5-31 NAS DOCUMENT CONTROL REPORT (NEI 64005)

Controls payroll vouchers generated in NEIS and posted in the NAS System.

Disposition: Dispose of after 1 year.

43-1-5-32 NOTIFICATION OF UPCOMING EMPLOYEE TRANSACTIONS (NEI 50209)

Monthly computer output microfilm (COM) provides notification of important upcoming payroll and personnel transactions. Also identifies overdue employee transactions which should have been processed.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 3 months.

43-1-5-33 PAYROLL ATTENDANCE CONTROL REGISTER (NEI 50304)

Provides NEIS program office with a register to control the NEIS Attendance Report (NEI 60420) routing and/or processing.

Disposition: Dispose of after 3 months.

43-1-5-34 PAYROLL DOCUMENT (NEI 63002)

Signed report serves as an official statement that the payroll is correct and payment is approved. Each agency's reports are on computer paper; the Accounting Division report is on computer output microfilm (COM).

Disposition: REPORT: Dispose of after 5 years or after audit, whichever is later.
SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 5 years.

43-1-5-35 PERSONAL SERVICES FORM NUMBER 10 (NEI 50230)

Fiscal year computer output microfilm (COM) is used to prepare historical and current salary information for budgetary Form 10.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 1 year.

43-1-5-36 POSITION STAFFING REPORT (NEI 50210)

Monthly computer output microfilm (COM) provides a detailed account of all positions within the organization structure of the agency.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 1 year.

43-1-5-37 POSITION STATUS INQUIRY (NEI 20504)

Daily report provides all information currently maintained in the Position Data Base for the position number requested.

Disposition: Dispose of after 1 day or when no longer of reference value, whichever is later.

43-1-5-38 PROOF ERROR AND STATUS LOG (NEI 16004)

Log is a daily control listing of all NEIS transactions input by each division/agency. Provides a detailed listing of all transactions affecting the data base. Is also an agency error report for any invalid transactions.

Disposition: Dispose of after 3 months.

43-1-5-39 REPORT OF DEDUCTIONS NOT TAKEN (NEI 63009)

Report provides DAS, Accounting and each agency with a list of authorized deductions which were not taken in the current pay period.

Disposition: Dispose of after 3 months.

43-1-5-40 REPORT OF PAY DISTRIBUTION (NEI 50216)

Quarterly report is used to evaluate projected costs of salary proposals, the number of employees within each segment of each salary grade, and total employees in each salary grade.

Disposition: Dispose of after 3 months.

43-1-5-41 REPORT OF POSITIONS BY SUBPROGRAM (NEI 50220)

Quarterly computer output microfilm (COM) provides agency management with a comparison of actual position expenditures to the position budget.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 1 year.

43-1-5-42 RUN TO RUN CONTROL REPORT (NEI 1606)

Report provides control totals which are used to monitor and report transaction dispositions as they are passed between programs.

Disposition: Dispose of after 3 months.

43-1-5-43 SCF CHANGE REGISTER (NEI 325)

Daily report provides a list of transactions updated to the system control file, the operator name, and when updated.

Disposition: Dispose of after 1 year.

43-1-5-44 SALARY CHANGES BY AGENCY (NEI 50221)

Monthly computer output microfilm (COM) shows all position salary changes each month.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 1 year.

43-1-5-45 SALARY SCHEDULES (NEI 50217)

Annual computer output microfilm (COM) provides the Department of Personnel data with which to verify salary grade data within the system.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of after superseded.

43-1-5-46 SALARY STATUS INQUIRY (NEI 20502)

Computer report prepared on request provides all information currently maintained in the salary schedule data base for the salary grade requested.

Disposition: Dispose of after 1 day or when no longer of reference value, whichever is later.

43-1-5-47 SCHEDULE OF EMPLOYEES' MANDATORY RETIREMENT DATES (NEI 50218)

Quarterly computer output microfilm (COM) informs each agency that certain employees are approaching their mandatory retirement age.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of after 3 months.

43-1-5-48 SECURITY FILE MAINTENANCE REPORT (NEI 20506)

Provides a list of passwords that have been added, deleted, or changed on Status Inquiry Password Authorization Forms (NEIS-1).

Disposition: Dispose of after superseded.

43-1-5-49 STATUS INQUIRY (INVALID) (NEI 205)

This report is printed to notify users when a Status Inquiry Request (NEIS S-2) has been rejected because the request was either invalid, not found on the file or a security violation occurred. If a valid Status Inquiry is processed, the Status Inquiry Report for this Data Base will be printed.

Disposition: Dispose of immediately after analysis.

43-1-5-50 SUMMARY OF OVERTIME REPORT (NEI 50254)

Monthly computer output microfilm (COM) provides a month-to-date and/or year-to-date overtime worked by employees within the agency, division, and entity. Data includes both total hours worked and overtime gross pay.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of after 3 months.

43-1-5-51 SUMMARY STAFFING REPORT (NEI 50301)

Monthly computer output microfilm (COM) provides the information which is required to monitor staffing patterns within each defined organizational entity.

Disposition: REPORT: Dispose of after 10 years.

SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of fiscal year-end and calendar year-end reports after 5 years; dispose of all other copies after 90 days.

43-1-5-52 SYSTEM CONTROL FILE (NEI 32002)

Provides a detail listing of the System Control File.

Disposition: Dispose of after 3 months.

43-1-5-53 SYSTEM CONTROL FILE MAINTENANCE PRINT (NEI 32001)
Provides a listing of System Control File transaction updates or maintenance, to identify System Control File maintenance errors, to provide run to run control data for the System Control File validate and update program and to provide System Control File Data Base controls.
Disposition: Dispose of after 3 months.

43-1-5-54 VACANCY REPORT (NEI 50212)
Monthly computer output microfilm (COM) provides a centralized listing of all vacant positions in each agency.
Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 1 year.

43-1-5-55 W-2 (NEI 5026)
Employees earning record for the year. Reports gross wages, federal, state and OSADI taxes.
Disposition: Transfer to the State Records Center after 1 year; dispose of after 5 years.

43-1-5-56 WARRANT REGISTER (NEI 565-UN and NEI 56001-NEIS)
Pay cycle report lists warrant written for a particular pay cycle. Merged with all other warrant registers at month end and placed on computer output microfilm (COM).
Disposition: REPORT: Dispose of after 1 month or after balancing, whichever is later.
SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 5 years or after audit; whichever is later.

43-1-5-57 YEAR TO DATE EMPLOYEE EARNINGS REPORT (NEI 50261)
Monthly and annual computer output microfilm (COM) is a backup for the annual W-2 report and reflects the employee's yearly gross wages, deductions and net wages. Paper report is produced annually.
Disposition: REPORT: Dispose of after 5 years.
SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 5 years.

43-1-6 NAS (NEBRASKA ACCOUNTING SYSTEM) FORMS

43-1-6-1 BATCH CONTROL FORM (DAS-02-16)
Daily form is used to transmit a group of NAS documents to DAS Accounting. It provides control during processing through the use of document record counts and dollar totals, where applicable.
Disposition: Dispose of after 2 months.

43-1-6-2 BUDGET STATUS UPDATE (DAS-02-025)
Form is used to establish or change an agency's budgeted expenditure or revenues by account and/or fund type within subprogram, program, division, and agency.
Disposition: Dispose of after 3 months.

43-1-6-3 CODING ATTACHMENT (DAS-02-08)

Form provides additional space for coding continued from a DISBURSEMENT DOCUMENT, EXPENSE REIMBURSEMENT DOCUMENT or INTRASTATE TRANSACTION DOCUMENT.

Disposition: File with original document and dispose of concurrently with original document.

43-1-6-4 CORRECTION REQUEST FORM (DAS-02-17)

Form is used to return unprocessed documents to agencies for correction.

Disposition: Dispose of concurrent with applicable document.

43-1-6-5 DISBURSEMENT DOCUMENT (DAS-02-09)

Form initiates payment to vendor for goods and services, employees for reimbursement of expenses, to refund revenue, other than to state agencies and other situations where a WARRANT needs to be issued.

Disposition: Transfer to the State Records Center after 1 year; dispose of after 5 years.

43-1-6-6 EXPENSE REIMBURSEMENT ATTACHMENT (DAS-02-10)

Form provides details and supporting documentation for an employee's contractor's, or other individual's reimbursable expenses.

Disposition: File with and dispose of concurrent with DISBURSEMENT DOCUMENT or EXPENSE REIMBURSEMENT DOCUMENT.

43-1-6-7 EXPENSE REIMBURSEMENT DOCUMENT (DAS-02-24)

Form initiates payment to employees for reimbursement of expenses.

Disposition: Transfer to the State Records Center after 1 year; dispose of after 5 years.

43-1-6-8 FUND APPLICATION (DAS-02-18)

Form used to add, change or terminate a State Treasury Fund or a Petty Cash account.

Disposition: Dispose of 5 years after fund termination or after audit, whichever is later.

43-1-6-9 GENERAL DOCUMENT (DAS-02-11)

Form is used to create or liquidate encumbrances, cancel warrants, record receipts, correct entries, and record interfund transactions.

Disposition: Transfer to the State Records Center after 1 year; dispose of after 5 years.

43-1-6-10 GRANT/PROJECT HEADER UPDATE (DAS-02-19)

Form is used to add, change, inactivate, or close a grant/project on the GRANT/PROJECT MASTER FILE.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-6-11 GRANT/PROJECT SUBSIDIARY UPDATE (DAS-02-20)

Form used to add, change or inactivate grant/project subsidiary records on the GRANT/PROJECT MASTER FILE.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-6-12 INTRASTATE TRANSACTIONS DOCUMENT (DAS-02-12)

Form records the revenues and expenditures associated with goods and/or

services provided by one state agency to another state agency or department.
Form replaces NONCASH VOUCHER.

Disposition: Transfer to the State Records Center after 1 year; dispose of
after 5 years or after audit, whichever is later.

43-1-6-13 MULTIPLE PAYEE ATTACHMENT (DAS-02-13)

Form is used to make identical type of payments to multiple payees with
multiple transaction coding using this attachment with a Disbursement Docu-
ment.

Disposition: File with and dispose of concurrent with DISBURSEMENT
DOCUMENT.

43-1-6-14 PAYEE REFERENCE ATTACHMENT (DAS-02-14)

Form used to provide payee reference information continued from
DISBURSEMENT DOCUMENT or EXPENSE REIMBURSEMENT DOCUMENT. Form
is filed with the original document it was processed with.

Disposition: Dispose of concurrent with DISBURSEMENT DOCUMENT or
EXPENSE REIMBURSEMENT DOCUMENT.

43-1-6-15 SUSPENSE FILE UPDATE (DAS-02-21)

Form is used to delete or change information in a BATCH SUSPENSE FILE,
EDIT SUSPENSE FILE or FUTURE VOUCHERS FILE.

Disposition: File with and dispose of concurrent with original document.

43-1-6-16 TRANSACTION CODING MASTER UPDATE (FORM) (DAS-02-22)

Form used to add, change, delete or inactivate transaction coding used on
input documents or description used on reports.

Disposition: Dispose of after 3 months.

43-1-6-17 VOUCHERS (NAS PROCESSED)

All miscellaneous vouchers including subsystems, processed through NAS.

- ANH DAS Claim Register
- Assistance Grant Payment Voucher (WCE)
- Bureau of Animal Industry Claim Register
- CETA Payment Requests - Work Experience Register
- Child Support Enforcement Voucher
- Corporation Tax Refund Claim Register (CTX)
- DAS Materiel Journal Entry Transfer Register
- Emergency Energy Payments (MCP)
- Income Tax Refund Claim Register (ITT)
- Medical Claim Payments (MCP)
- Nebraska School Food Program Claims Register (SLA)
- NEIS Claim Register
- Purchase Orders
- School Aid Claim Register (ATE)
- Service Vendor Payments (SVP)
- Social Security Provider Billing Voucher (SVP)
- State and City Sales Tax Refund Claim Register (STR)
- Summary of Intramural Cash Offsets (Univ. of Nebr.)
- UNL/UNMC/UNO Cash Receipts Detail Lists
- UNL/UNMC/UNO Intramurals Detail List
- UNL/UNMC/UNO Journal Entry Detail List
- Vocational Rehabilitation (VRC)
- Welfare Client Eligibility Voucher (WCE)

Disposition: Transfer to the State Records Center after 1 year; dispose of
after 5 years or after audit, whichever is later.

43-1-6-18 WARRANT CANCELLATION ATTACHMENT (DAS-02-14)

Form used to cancel a warrant written from a subsystem except NEIS warrants. Used in conjunction with a GENERAL DOCUMENT. Form is filed with a GENERAL DOCUMENT.

Disposition: Dispose of concurrent with GENERAL DOCUMENT.

43-1-7 NAS (NEBRASKA ACCOUNTING SYSTEM) REPORTS

43-1-7-1 AGENCY ACCOUNT SUMMARY (NAS 775)

Computer output microfilm (COM) provides a summary of expenditures and revenue for the fiscal year by account within fund type within agency.

Disposition: REPORT: Dispose of after 10 years.

SECURITY MICROFILM: Transfer to security storage; dispose of after 10 years.

MICROFILM WORK COPY: Dispose of after 10 years.

43-1-7-2 ALLOTMENT STATUS (NAS 310)

Daily analysis of current expenditures, outstanding encumbrances and available allotment by fund type within program. Produced on computer output microfilm (COM) at end of month.

Disposition: REPORT: Dispose of daily reports after 1 month.

SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of end of month fiche after 5 years or after audit, whichever is later.

43-1-7-3 AUTHORIZATION AND CASH ERRORS SUMMARY (NAS 250)

Daily report to summarize by fund and program documents suspended or rejected due to posting edit errors. Errors due to insufficient authorizations (allotment, appropriations or personal service limitation) and funds with insufficient cash are indicated with specific messages. Produced on computer output microfilm (COM) at end of month.

Disposition: REPORT: Dispose of daily reports after 1 month.

SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of after 5 years or after audit, whichever is later.

43-1-7-4 AUTHORIZED GRANT AWARDS PER ED (NAS 630-2)

Quarterly computer report listing all Education grants reported to the State of Nebraska on tape by the Federal Department of Education.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-7-5 AUTHORIZED GRANT AWARDS PER HHS (NAS 630-1)

Monthly report lists the Letter of Credit Federal grant amount authorized by HHS to be disbursed by a State of Nebraska agency.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-7-6 BALANCE SHEET ACCOUNTS-MULTIPLE AGENCY FUNDS (NAS 595)

Monthly computer output microfilm (COM) report that provides account balances of balance sheet accounts in funds that were used by more than one agency. Account balances are shown by user agency, user division, fund and account. The report shows balances as of the beginning of the fiscal

year, detail transactions cumulative for the fiscal year and ending balances.
Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 5 years or after audit, whichever is later.

43-1-7-7 BATCH CONTROL REPORT (NAS 210)

Daily computer report lists all batches processed on a given day. Formerly titled DAILY BATCH CONTROL.

Disposition: Dispose of daily reports after 1 month; dispose of end of month report after 5 years or after audit, whichever is later.

43-1-7-8 BATCH HEADER ACTIVITY SUMMARY FOR XXX (NAS 485)

Daily and monthly computer report showing the number of documents received, broken down by analyst, agency/division and transaction type. Also shown are the number of updates, deletes and active documents. Report is generated daily with a monthly summary at the end of each month.

Disposition: DAILY REPORT: Dispose of after the monthly report received.

MONTHLY REPORT: Dispose of after 5 years.

43-1-7-9 BATCH SUSPENSE UPDATE (NAS 140)

Computer report lists as all additions, changes and deletions to batches on the BATCH SUSPENSE file and any errors corresponding to that input. Is updated as necessary.

Disposition: Dispose of after 3 months.

43-1-7-10 BUDGET STATUS (NAS 671-676)

Monthly computer output microfilm (COM) which provides at the Agency, Division, Program, and Subprogram levels, an analysis, by detail expenditure and revenue account, of year-to-date activity, encumbrances, and variance between budgeted and actual.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of after 5 years.

43-1-7-11 BUDGET STATUS UPDATES BATCH CONTROL (NAS 665)

As updated report generated at the end of each month which lists all batches containing budget status updates, including the detail records. Also identifies, by error code, the detail record errors.

Disposition: Dispose of after 3 months.

43-1-7-12 CASH AND INVESTMENT STATUS (NAS 320)

Daily computer report provides the beginning balance, the net activity of cash receipts, transfers, warrants written, ending balance, and future vouchers by detail fund and for each cash and investment account with detail fund. End of month report is produced on computer output microfilm (COM). Replaces INVESTMENT ACTIVITY and MONTHLY AND DAILY FUND CASH STATUS.

Disposition: REPORT: Dispose of daily reports after 1 month.

SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of end of month fiche after 5 years or after audit, whichever is later.

43-1-7-13 CHART OF ACCOUNTS (NAS 180-1, NAS 180-2, NAS 122, NAS 123)

Computer report is generated as needed during the month, monthly and annually to provide a listing of all optional accounts and the corresponding description that an agency has elected to use.

Disposition: Dispose of daily reports after 1 month. Dispose of last daily report of each month at the end of the fiscal year. Dispose of last report of the fiscal year after 5 years or after audit, whichever is later.

43-1-7-14 CONSTRUCTION SUMMARY (NAS 590)

Monthly report summarizes construction program data and general operating program data by fund type.

Disposition: Dispose of after 5 years.

43-1-7-15 CUMULATIVE 1099 UPDATES (NAS 810)

Annual report lists all add and change transactions which are updated but which are not included on the VENDOR TRANSACTION REPORT.

Disposition: Dispose of after 6 years or after audit, whichever is later.

43-1-7-16 DAILY LETTER OF CREDIT CASH ACTIVITY (NAS 435)

Daily report lists all cash activity by Federal Cash Account within PIN number and beginning and ending cash balances. Report also includes a summary of PIN Draw Activity.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-7-17 DAILY PROCESSING CONTROL (NAS 490)

Daily report listing status of all Master Files. Used in the daily reconciliation of the Nebraska Accounting System.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-7-18 DAILY SCHEDULE OF SLC TRANS BY ACCOUNT (NAS 430)

Daily report lists all Single Letter of Credit transaction by Federal Cash Account.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-7-19 ED/STATE GRANT EXCEPTIONS (NAS 615)

Quarterly computer report listing grants that do not have the same information in the State Grant/Project System as in the EDPMTS grant system.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-7-20 EDIT ERRORS (NAS 240)

Daily computer report lists all documents which contain errors detected during the consolidated edit process and the error codes associated with the problem. This report replaces APPROPRIATION REJECTS, DEFERRED VOUCHERS, FEDERAL GRANT NON-POSTED TRANSACTIONS, INVALID ENCUMBRANCE LIQUIDATIONS, INVALID FEDERAL GRANT TRANSACTIONS and INVALID TRANSACTIONS.

Disposition: Dispose of daily reports after 1 month; dispose of end of month report after 5 years.

43-1-7-21 EDIT SUSPENSE UPDATES BATCH CONTROL (NAS 150)

As updated report that lists additions, changes and deletions to documents on the EDIT SUSPENSE FILE.

Disposition: Dispose of after 3 months.

43-1-7-22 ENCUMBRANCE ACTIVITY (NAS 360)

Weekly computer report of outstanding encumbrances and subsequent activity which has affected these encumbrances. Report replaces ENCUMBRANCE STATUS.

Disposition: Dispose of weekly report after 3 months; dispose of last weekly report of the fiscal year after 5 years.

43-1-7-23 FTIN DIRECTORY (NAS 835)

Annual report lists all vendors with whom the State has done business during the calendar year.

Disposition: Dispose of after 6 years or when no longer of reference value, whichever is later.

43-1-7-24 FUND ACTIVITY SUMMARY (DAILY AND MONTHLY (NAS 470))

Report summarizes by agency revenue, personal services, aid, other, disbursements and balance sheet activity.

Disposition: DAILY REPORT: Dispose of after monthly report received.
MONTHLY REPORT: Dispose of after 5 years.

43-1-7-25 FUND ANALYSIS (NAS 550)

As requested report lists all detail transactions posted to specified balance sheet accounts within a fund.

Disposition: Dispose of when no longer of reference value.

43-1-7-26 FUND DETAIL (NAS 540)

Monthly computer output microfilm (COM) provides all detail transactions for a fund. Formerly titled REVENUE BY SOURCE WITHIN FUND.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 5 years.

43-1-7-27 FUND MASTER UPDATES BATCH CONTROL (NAS 113)

As updated report to list all batches containing Fund Master Updates, including the detail records.

Disposition: Dispose of after 3 months.

43-1-7-28 FUND SUMMARY (NAS 560)

Monthly computer output microfilm (COM) provides the net activity of the month's transactions and the current balance for each account within a fund. Report replaces REPORT OF OBJECTS BY FUND TYPE, REPORT OF REVENUE BY SOURCE AND FUND and some elements of the CUMULATIVE REPORT OF REVENUE BY FUND.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 5 years.

43-1-7-29 FUND SUMMARY (BY FUND TYPE) (NAS 565)

Monthly computer output microfilm (COM) lists net activity of asset, liability, equity, expenditure and revenue accounts for each fund type.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 5 years.

43-1-7-30 FUTURE VOUCHERS (NAS 225)

Daily computer report gives by future pay date all documents for certain transaction types which have been entered on the FUTURE VOUCHERS FILE

for automatic payment at a future date.

Disposition: Dispose of daily report after 1 month; dispose of end of month report after 5 years or after audit, whichever is later.

43-1-7-31 FUTURE VOUCHERS UPDATES BATCH CONTROL (NAS 150)

Daily computer report lists all FUTURE VOUCHERS UPDATES, by batch, submitted for processing on a specific day.

Disposition: Dispose of after 3 months.

43-1-7-32 GAAFR (GOVERNMENT ACCOUNTING AND AUDITING FINANCIAL REPORTING) FUND ANALYSIS (NAS 980)

Annual computer output microfilm (COM) redistributes State funds into government categories.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of after 5 years.

43-1-7-33 GENERAL LEDGER (MONTHLY AND ANNUAL) (NAS 530 and 730)

Monthly computer report provides a comprehensive listing of all expenditure and revenue transactions for the month by transaction coding. An annual version of this report will be generated at the end of the fiscal year on COM microfiche which will list all detail transactions for the entire fiscal year, rather than for a single month. A specific monthly general ledger will be generated for the month of June as well as the comprehensive report for the entire year. Report replaces MONTHLY REPORT OF DETAILED DISBURSEMENTS and MONTHLY REPORT OF DETAILED REVENUE.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORK COPY: Dispose of monthlies after annual fiche is generated; dispose of annual fiche after 5 years.

43-1-7-34 GRANT/PROJECT BALANCE FORWARD (NAS 580-2)

Monthly computer report used during the month balancing process to ensure that the correct files were used and the effect of all updates were included.

Disposition: Dispose of after 5 years.

43-1-7-35 GRANT/PROJECT BALANCE FORWARD UPDATES BATCH CONTROL (NAS 505)

As updated report generated at the end of each month lists all add and change transactions for grant/project balance forward records and indicates whether they were updated. Replaces FEDERAL GRANT BALANCE UPDATE.

Disposition: Dispose of after 5 years.

43-1-7-36 GRANT/PROJECT CASH AND INVESTMENT STATUS (NAS 325)

Daily report provides, by identifier within a grant/project, for each cash and investment account, the beginning balance, the net activity of cash receipts, transfers, warrants written, and warrants cancelled; and ending balance.

Disposition: Dispose of daily reports after 1 month; dispose of end of month report after 5 years or after audit, whichever is later.

43-1-7-37 GRANT/PROJECT LEDGER (NAS 580 and 780)

Monthly computer report that lists detail activity for all federal grants, as well as state projects from any funding source providing the grant/project is established on the GRANT/PROJECT MASTER FILE.

An annual fiscal year-end version of this report will be available on (COM)

microfiche upon request. The report will list all detail transactions for the entire fiscal year rather than for a single month.

Report replaces DETAILED DISBURSEMENTS BY GRANT.

Disposition: MONTHLY REPORT (NAS 580): Dispose of after receipt of annual report.

ANNUAL SECURITY MICROFILM (NAS 780): Transfer to security storage; dispose of after 5 years.

ANNUAL MICROFILM WORK COPY (NAS 780): Dispose of after 5 years or after audit, whichever is later.

43-1-7-38 GRANT/PROJECT STATUS (NAS 330)

Daily computer report provides, by identifier within grant/project, a comparison of cumulative expenditures vs. authorized amounts and the current status of an identifier or grant/project. Formerly titled DAILY REPORT OF FEDERAL GRANTS BY OTHER.

Disposition: Dispose of daily report after 1 month; dispose of end of month report after 5 years or after audit, whichever is later.

43-1-7-39 GRANT/PROJECT TRANSACTION CODING (NAS 185 and NAS 124)

Computer report generated as updated, monthly and annually to provide a listing, by grant/project number, of all lines of coding relating to a specific grant/project number and identifier.

Disposition: DAILY REPORT: Dispose of after superseded.

MONTHLY REPORT: Dispose of after 3 months.

YEAR-END REPORT: Dispose of after 5 years.

43-1-7-40 GRANT/PROJECT UPDATES BATCH CONTROL (NAS 114)

As updated report listing all add, change, and inactivate transactions for grant/project header or subsidiary records and indicates whether they were updated.

Disposition: Dispose of after 5 years.

43-1-7-41 HHS/STATE GRANT EXCEPTIONS (NAS 635)

Monthly computer report provides a summary of errors noted when comparing the STATE GRANT/PROJECT MASTER FILE to the Federal HHS tape.

Disposition: Transfer to the State Records Center after 1 year; dispose of after 2 years or after audit, whichever is later.

43-1-7-42 MTD POSTED TRANSACTION PURGE (NAS 510)

Monthly report listing total dollar amount of posted transactions. Used in the monthly reconciliation of the Nebraska Accounting System.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-7-43 MULTIPLE AGENCY FUNDS-BALANCE SHEET SUMMARY (NAS 596)

Monthly computer output microfilm (COM) report that summarizes balance sheet accounts for each fund that was used by more than one agency. Account balances are shown by fund, account, user agency and user division. The report shows account balances as of the beginning of the fiscal year and as of the end of the current month.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

MICROFILM WORKCOPY: Dispose of after 5 years of after audit, whichever is later.

43-1-7-44 NAS DAILY RUN (NAS 370)

Computer output microfilm (COM) containing the final run of each month of groupings of various NAS daily reports.

Disposition: REPORT: Dispose of after 1 month.
SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 5 years.

43-1-7-45 PAYROLL POSTING SUMMARY (NAS 390)

Pay cycle report that lists the status of payroll documents in NAS.

Disposition: Dispose of after 5 years.

43-1-7-46 PERSONAL SERVICE LIMITATION STATUS (NAS 340)

Daily computer report is generated after each payroll and provides, by program, an analysis of current personal service expenditures, outstanding encumbrances and available limitation.

Disposition: Dispose of daily report after 1 month; dispose of last daily report of the year after 5 years or after audit, whichever is later.

43-1-7-47 PERSONAL SERVICE UPDATES (NAS 117)

Daily computer report lists by program number, all valid PERSONAL SERVICE UPDATES which posted on a specific day since a status report is not available to show valid updates.

Disposition: Dispose of daily reports after 1 month; dispose of last daily report of the year after 5 years.

43-1-7-48 POST CLOSING FUND SUMMARY (NAS 760)

Annual computer output microfilm (COM) reports the fiscal year end closing entries for each fund and provides account balances for balance sheet accounts.

Disposition: REPORT: Dispose of after 10 years.
SECURITY MICROFILM: Transfer to security storage; dispose of after 10 years.
MICROFILM WORK COPY: Dispose of after 10 years.

43-1-7-49 POST CLOSING FUND SUMMARY BY FUND TYPE (NAS 765)

Same computer output microfilm (COM) report as the POST CLOSING FUND SUMMARY except it is broken down by fund type.

Disposition: REPORT: Dispose of after 10 years.
SECURITY MICROFILM: Transfer to security storage; dispose of after 10 years.
MICROFILM WORK COPY: Dispose of after 10 years.

43-1-7-50 POSTAGE BILLING LISTING (NAS 295)

Daily listing of number of consolidated and non-consolidated warrants mailed, and the total postage billed to each agency.

Disposition: Dispose of after 5 years.

43-1-7-51 POSTED RECEIPT TRANSACTIONS (NAS 305)

Daily report lists all receipt transactions that posted.

Disposition: Dispose of after 5 years.

43-1-7-52 POSTED TRANSACTION SUMMARY (NAS 475)

Monthly computer report summarizes posted transactions to show effect on cash for each fund type.

Disposition: Dispose of after 5 years.

43-1-7-53 POSTED TRANSACTIONS (NAS 300)

Daily computer report provides by type of transaction a comprehensive list of all transactions which posted on a specified day. This report should be used to verify the accuracy of processing and posting on a given day. This report replaces GENERAL JOURNAL REGISTER, NON-CASH VOUCHER REGISTER and VOUCHER REGISTER.

Disposition: Dispose of daily report after 1 month; dispose of last daily report of the year after 5 years or after audit, whichever is later.

43-1-7-54 PROGRAM/PERSONAL SERVICES UPDATE BATCH CONTROL (NAS 111)

As updated report that lists all batches containing program/personal services updates, including the detail records and indicates if they are updated.

Disposition: Dispose of after 3 months.

43-1-7-55 PROGRAM SUMMARY (NAS 571-574)

Monthly computer output microfilm (COM) provides a comprehensive reporting of expenditures and revenue for the current fiscal year by fund within subprogram within program. Report replaces CUMULATIVE REPORT OF REVENUE BY FUND.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after 5 years.

43-1-7-56 STATE GRANT EXPENDITURES REPORTED TO ED (NAS 608)

Quarterly computer report listing all Education grants reported to the Federal Department of Education on tape after current quarter expenditures have been updated.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-7-57 STATE GRANT EXPENDITURES REPORTED TO HHS (NAS 626)

Monthly computer report list cumulative expenditures by grant to the federal agency coordinating the State's Letter of Credit Federal Grant System.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-7-58 SYSTEM CONTROL CHANGE REGISTER (NAS 160)

Daily report listing by batching agency, division and batch number any changes to batch records entered in the Nebraska Accounting System.

Disposition: Dispose of after 3 months.

43-1-7-59 SYSTEM CONTROL FILE AND INPUT CONTROL FILE (NAS 195)

Daily report shows the status of all tables on the NAS System Control File and all batch headers that are on the Input Control File. Upon request, the report may be generated which will list only batch headers that were put on the Input Control File prior to a specified date.

Disposition: Dispose of after 1 month.

43-1-7-60 1099 REPORTABLE VENDORS (NAS 840)

Annual report lists individuals and vendors who have received over \$599.99 of

reportable income from the State of Nebraska for a calendar year.
Disposition: Dispose of after 6 years or after audit, whichever is later.

43-1-7-61 1099 UPDATES BATCH CONTROL (NAS 805)
As updated report lists add and change transactions for 1099 records and indicates whether they were updated.
Disposition: Dispose of after 6 years or after audit, whichever is later.

43-1-7-62 TRANSACTION CODING (NAS 175 and NAS 121)
Computer report generated as necessary during the month, monthly and annually to provide a comprehensive listing of all transaction coding that can be used for input documents to the system. Report replaced ABC D-3 EDIT FILE.
Disposition: Dispose of report after 3 months; dispose of last daily report of the year after 5 years.

43-1-7-63 TRANSACTION CODING MASTER UPDATE BATCH CONTROL (NAS 115)
Daily computer report generated when updates are processed, that lists all TRANSACTION CODING MASTER UPDATE batches submitted for processing.
Disposition: Dispose of after 3 months.

43-1-7-64 UPDATE/ERROR REPORT (NAS 415)
As updated report summarizes update activity to the Delay of Drawdown master file.
Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-7-65 VENDOR DIRECTORY (NAS 190)
Monthly computer report can be used to provide a comprehensive list, by vendor name, of all vendors currently maintained on the accounting system. Data presented will include the Federal Taxpayer Identification Number (FTIN), type code, and vendor name and address.
Disposition: Dispose of after 1 year.

43-1-7-66 VENDOR MASTER UPDATES BATCH CONTROL (NAS 140)
As updated report listing all vendor master update batches including detail records and indicates if they are updated.
Disposition: Dispose of after 3 months.

43-1-7-67 VENDOR TRANSACTIONS - ANNUAL (NAS 830A)
Annual computer output microfilm (COM) lists for each vendor doing business with the State, all warrant writing and warrant cancellation documents.
Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 6 years.
MICROFILM WORK COPY: Dispose of after 6 years.

43-1-7-68 VENDOR TRANSACTIONS - MONTHLY (NAS 830M)
Monthly computer output microfilm (COM) lists for each vendor doing business with the State, all warrant writing and warrant cancellation documents.
Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after semiannual or annual VENDOR TRANSACTIONS are generated.

43-1-7-69 VENDOR TRANSACTIONS - SEMI-ANNUALLY (NAS 830SA)
Semi-annual computer output microfilm (COM) lists for each vendor doing

business with the State, all warrant writing and warrant cancellation documents.

Disposition: SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
MICROFILM WORK COPY: Dispose of after annual VENDOR TRANSACTIONS are generated.

43-1-7-70 WARRANT REGISTER (NAS 280 and 480)

Daily computer report lists warrants written for a particular day and cross references them to supporting documents. Includes NAS, payroll, welfare and other subsystem warrants. End of month report is on computer output microfilm (COM).

Disposition: DAILY REPORT: Dispose of after 1 month.
END OF MONTH SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.
END OF MONTH MICROFILM WORK COPY: Dispose of after 5 years or after audit, whichever is later.

43-1-7-71 WARRANT REPORT (NAS 290)

Daily computer report provides a listing of warrants written including the agency's portion of the payment amount, the vendor reference information and the total warrant amount. Formerly titled WARRANT REGISTER.

Disposition: DAILY REPORT: Dispose of after 1 month.
END OF MONTH REPORT: Dispose of after 5 years.

43-1-7-72 WARRANT SIGNOUT LISTING

Signout sheet lists warrants issued each day from DAS Accounting. Includes date, warrant number, amount, agency, and person who picked up the warrant.

Disposition: Dispose of after 3 months.

43-1-8 COMPUTER TAPES

Tape files generated by the accounting and payroll systems. CDP will hold tapes 3 years. Tapes held longer will then be transferred to Accounting or Records Management. Tapes are generated on different time frequencies as listed below.

ANN = Annual (run once annually)
CY = Calendar Year
FEOY = Fiscal End of Year
FYA = Fiscal End of Year by year
FYM = Fiscal End of Year by month
FYTD = Fiscal Year to Date
NYF = New Fiscal Year

Some tapes also have a backup tape generated automatically which is also retained.

Each tape file will be listed with the data set name, frequency, and disposition.

Most tapes are retained according to Central Data Processing's normal rotation policies and are covered under Schedule No. 124-1-294.

43-1-8-1 NAS TAPES

43-1-8-1-1 POSTING MASTER (before closing entries)

Disposition: NAS.T3763 FEOY: Transfer to Accounting after 3 years,
dispose of after 10 years.
NAS.T6963 FEOY BACKUP: Transfer to the State Records
Center after 3 years, dispose of after 10 years.

43-1-8-1-2 POSTING MASTER (after purge for NFY)

Disposition: NAS.T3762 NFY: Transfer to Accounting after 3 years,
dispose of after 10 years.
NAS.T6962 NFY BACKUP: Transfer to the State Records
Center after 3 years, dispose of after 10 years.

43-1-8-1-3 TRANSACTION CODING MASTER

Disposition: NAS.T3765 FEOY: Transfer to Accounting after 3 years,
dispose of after 10 years.

43-1-8-1-4 SUMMARY HISTORY

Disposition: NAS.T3772 FEOY: Transfer to Accounting after 3 years,
dispose of after 10 years.
NAS.T6972 FEOY BACKUP: Transfer to the State Records
Center after 3 years, dispose of after 10 years.

43-1-8-1-5 HISTORY TRANSACTIONS (TT 20, 30, 40, 50, 60, 70)

Disposition: NAS.T3775 FYTD: Transfer to Accounting after 3 years,
dispose of after 10 years.
NAS.T6975 FYTD BACKUP: Transfer to the State Records
Center after 3 years, dispose of after 10 years.

43-1-8-1-6 GRANT/PROJECT BAL FWD

Disposition: NAS.T3780 FEOY: Transfer to Accounting after 3 years,
dispose of after 10 years.
NAS.T6980 FEOY BACKUP: Transfer to the State Records
Center after 3 years, dispose of after 10 years.

43-1-8-1-7 GRANT/PROJECT BAL FWD (After Purge for July)

Disposition: NAS.T3781 NFY: Transfer to Accounting after 3 years,
dispose of after 10 years.
NAS.T6981 NFY BACKUP: Transfer to the State Records
Center after 3 years, dispose of after 10 years.

43-1-8-1-8 GRANT/PROJECT BAL FWD UPDATES

Disposition: NAS.T3782 FYTD: Transfer to Accounting after 3 years,
dispose of after 10 years.
NAS.T6982 FYTD BACKUP: Transfer to the State Records
Center after 3 years, dispose of after 10 years.

43-1-8-1-9 CUM FED ID VALID UPDATES

Disposition: NAS.T3687 CY: Transfer to Accounting after 3 years, dis-
pose of after 6 years.
NAS.T7001 CY BACKUP: Transfer to the State Records
Center after 3 years, dispose of after 6 years.

43-1-8-1-10 FED ID SUMMARY
Disposition: NAS.T3689 CY: Transfer to Accounting after 3 years, dispose of after 6 years.
NAS.T7003 CY BACKUP: Transfer to the State Records Center after 3 years, dispose of after 6 years.

43-1-8-1-11 IRS 1099 TAPE
Disposition: NAS.T3685 ANN: Transfer to Accounting after 3 years, dispose of after 6 years.
NAS.T7005 CY BACKUP: Transfer to the State Records Center after 3 years, dispose of after 6 years.

43-1-8-2 NEIS TAPES

43-1-8-2-1 NEIS DETAIL TRANSACTIONS
Disposition: NEI.T5904 CY: Transfer to Accounting after 3 years, dispose of after 5 years.

43-1-8-2-2 NEIS POSITION DATA BASE
Disposition: NEI.T5982 CY: Transfer to Accounting after 3 years, dispose of after 5 years.

43-1-8-2-3 NEIS EMPLOYEE DATA BASE
Disposition: NEI.T5986 CY: Transfer to Accounting after 3 years, dispose of after 5 years.

43-1-8-3 ABC TAPES (Obsolete 1982)

43-1-8-3-1 TRANSACTION HISTORY (Obsolete 1982)
Disposition: ABC.T2995 FEOY: Transfer to Accounting after 3 years, dispose of after 10 years.
ABC.T2947 FEOY BACKUP: Transfer to the State Records Center after 3 years, dispose of after 10 years.

43-1-8-3-2 FISCAL YTD SUMMARY (Obsolete 1982)
Disposition: ABC.T2996 FYM: Transfer to Accounting after 3 years, dispose of after 10 years.
ABC.T3006 FYA: Transfer to Accounting after 3 years, dispose of after 10 years.
ABC.T2948 FEOY BACKUP: Transfer to the State Records Center after 3 years; dispose of after 10 years.

43-1-8-3-3 PROGRAM AND FUND MASTER (Obsolete 1982)
Disposition: ABC.T3007 FEOY: Transfer to Accounting after 3 years, dispose of after 10 years.

43-1-8-3-4 FEDERAL ID BAL FWD (Obsolete 1982)
Disposition: ABC.T2945 CY: Transfer to Accounting after 3 years, dispose of after 6 years.

43-1-8-3-5 FEDERAL ID TRANS (Obsolete 1982)
Disposition: ABC.T2946 CY: Transfer to Accounting after 3 years, dispose of after 6 years.

43-1-8-3-6 1099 REPORTABLE (Obsolete 1982)
Disposition: ABC.T2983 CY: Transfer to Accounting after 3 years,
dispose of after 6 years.

43-1-8-3-7 1099 IRS FILES (Obsolete 1982)
Disposition: ABC.T2984 CY: Transfer to Accounting after 3 years,
dispose of after 6 years.

43-1-9 OBSOLETE RECORDS

43-1-9-1 ABC SYSTEM MONTH-END REPORT BALANCING (OBSOLETE 1982)
Monthly reconciliation is used to check totals found in daily and monthly reports.
Disposition: Immediately dispose of obsolete record.

43-1-9-2 ALLOTMENT STATUS REPORT (ABC 014) (OBSOLETE 1982)
Monthly and daily computer report lists appropriations, allotments and disbursements as created by the legislature.
Disposition: DAILY REPORTS: Immediately dispose of obsolete record.
MONTHLY REPORT: Dispose of end of month reports after 5 years or after audit, whichever is later.

43-1-9-3 APPLICATION TO ESTABLISH OR TERMINATE A FUND
(DAS-65-1151-04-76) (OBSOLETE 1982)
Form used to establish a fund; to report funds that are held in outside bank accounts, to report funds that are held in petty cash funds; to terminate a fund, an outside bank account or a petty cash fund that has been established but is no longer needed by an agency. Replaced by FUND APPLICATION.
Disposition: Dispose of 5 years after the fund is terminated or after audit, whichever is later.

43-1-9-4 BALANCE LISTING (ABC102 or ABC MON1A) (OBSOLETE 1982)
Monthly computer report lists by fund all documents processed during a given month. Old form number is ABCMON4A. Replaced by FUND DETAIL
Disposition: Transfer to State Records Center after 1 year; dispose of after 5 years or after audit, whichever is later.

43-1-9-5 BUDGET SUMMARY OF POSITIONS BY AGENCY (NEI 50306)
(OBSOLETE DECEMBER 1983)
Quarterly report is a summary by funding agency of all positions within each classification.
Disposition: Immediately dispose of obsolete record.

43-1-9-6 BUDGET SUMMARY OF POSITIONS BY PROGRAM (NEI 50305)
(OBSOLETE DECEMBER 1983)
Quarterly report is a summary by funding program of all positions by classification within that program.
Disposition: Immediately dispose of obsolete record.

43-1-9-7 BUDGET SUMMARY OF POSITIONS BY STATE (NEI 50307)
(OBSOLETE DECEMBER 1983)
Quarterly report provides a summary of all funded positions within each classification in the state.
Disposition: Immediately dispose of obsolete record.

43-1-9-8 CUMULATIVE REPORT OF REVENUE BY FUND (ABC 119)
(OBSOLETE 1982)

Monthly computer report shows all revenue for the month by fund and program; within the fund; and accumulated revenue by monthly, quarterly and annual totals. Replaced by PROGRAM SUMMARY and FUND SUMMARY.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-9-9 D-3 EDIT FILE (ABC 904) (OBSOLETE 1982)

Computer report lists all specific agency lines of coding used on computer reports for accounting transactions along with a short description for each line. Replaced by TRANSACTION CODING.

Disposition: ORIGINAL RECORD: Dispose of last report of the fiscal year after 5 years.

OTHER COPIES: Dispose of after superseded.

43-1-9-10 DFAPS DOCUMENT NUMBERS NOT LISTED BY STATE GRANT MASTER (ABC 212) (OBSOLETE 1982)

Monthly computer report shows all Single Letter of Credit grants, by agency, listed on the DFAPS records but not on the DAILY REPORT OF FEDERAL GRANTS BY OTHER. Replaced by DFAPS/STATE HHS GRANT EXCEPTIONS.

Disposition: Dispose of after 5 years.

43-1-9-11 DAILY BATCH CONTROL (ABC 003) (OBSOLETE 1982)

Computer report lists batches of vouchers processed in a given daily run.

Disposition: Immediately dispose of obsolete record.

43-1-9-12 DETAILED DISBURSEMENTS, MONTHLY REPORT OF (ABC 152)
(OBSOLETE 1982)

Computer report records by month and quarter all agency disbursement transactions and also shows quarterly and year to date totals. Replaced by GENERAL LEDGER.

Disposition: Transfer to State Records Center after 1 year; dispose of after 5 years or after audit, whichever is later.

43-1-9-13 DISBURSEMENTS BY GRANTS, DETAIL REPORT OF (ABC 167)
(OBSOLETE 1982)

Computer report is a detailed listing of all single letter of credit grant monies disbursed throughout the month. Also lists quarter to date and accumulated disbursements. Replaced by GRANT/PROJECT LEDGER

Disposition: Transfer to State Records Center after 1 year; dispose of after 5 years or after audit, whichever is later.

43-1-9-14 EDUCATION AUTHORIZATION GRANT AWARDS PER EDPMTS (NAS 710) (OBSOLETE DECEMBER 1985)

Quarterly computer report listing all Education grants reported to the State of Nebraska on tape by the Federal Department of Education.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-9-15 EDUCATION GRANT EXCEPTIONS (NAS 715) (OBSOLETE DECEMBER 1985)

Quarterly computer report listing grants that do not have the same information in the State Grant/Project System as in the EDPMTS grant system.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-9-16 EDUCATION GRANT EXPENDITURES REPORTED TO EDPMTS (NAS 725) (OBSOLETE DECEMBER 1985)

Quarterly computer report listing all Education grants reported to the Federal Department of Education on tape after current quarter expenditures have been updated.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-9-17 ENCUMBRANCES OF 06/30/XX STILL OUTSTANDING AS OF (OBSOLETE 1983)

Complete report is issued as required and lists all prior year encumbrances carried over into the next fiscal year.

Disposition: Transfer to the State Records Center after 1 year; dispose of after 5 years.

43-1-9-18 EXPENDITURE RECAP BY FUND (ABC 156) (OBSOLETE 1978)

Computer report lists by fund all documents having a card code 30 and 35. It is used in reconciling WARRANT REGISTERS.

Disposition: Immediately dispose of obsolete record.

43-1-9-19 FEDERAL GRANT CONVERSION FILE (ABC 053 and ABC 055) (OBSOLETE 1982)

Computer report lists coding of federal grants on the single letter of credit, listed first in numerical order of fund numbers and again in numerical order of grant numbers. Replaced by GRANT/PROJECT TRANSACTION CODING.

Disposition: Dispose of after report is superseded. Retain the last report of the fiscal year for 5 years, then dispose of.

43-1-9-20 FEDERAL GRANT CONVERSION FILE UPDATE (OBSOLETE 1982)

Form sets up lines of coding for single letter of credit grants. Replaced by TRANSACTION CODING MASTER UPDATE.

Disposition: Immediately dispose of obsolete record.

43-1-9-21 FEDERAL GRANT EMPLOYEE FUNDING (NEI 64002) (OBSOLETE JULY 1982)

Report will reflect all current pay period personal services expenses attributable to each federal grant.

Disposition: Immediately dispose of obsolete record.

43-1-9-22 FEDERAL GRANT MASTER UPDATE (ABC 062) (OBSOLETE 1982)

Computer report lists by agency additions, deletions or changes in the authorized amount of expenditure shown on the FEDERAL GRANT MASTER FILE UPDATE. (Single letter of grants only.) Replaced by GRANT/PROJECT MASTER UPDATE BATCH CONTROL.

Disposition: Dispose of 1 copy after 5 years or after audit, whichever is later. Dispose of all other copies when no longer of reference value.

43-1-9-23 FEDERAL IDENTIFICATION BY NAME (ABC 270) (OBSOLETE 1982)

Cumulative monthly computer report cross-references names by vendors and their respective federal identification numbers. Replaced by FTIN DIRECTORY.

Disposition: Dispose of the end of year report after 6 years. Dispose of other copies after end of year report is updated.

43-1-9-24 FEDERAL IDENTIFICATION LEDGER (ABC 260) (OBSOLETE 1982)
Computer report lists the amount of money paid by the state to individuals or vendors and is used to generate 1099 information returns which go to the Internal Revenue Service. Replaced by VENDOR TRANSACTIONS
Disposition: Dispose of after 6 years.

43-1-9-25 FUND CASH STATUS REPORT, MONTHLY AND DAILY (ABC014)
(OBSOLETE 1982)
Monthly and daily computer reports list all funds used by the state and provides a summary of transactions occurring in a given month with information summarized by fund. Replaced by CASH AND INVESTMENT STATUS.
Disposition: DAILY REPORTS: Immediately dispose of obsolete record.
MONTHLY REPORTS: Dispose of end of month report after 5 years or after audit, whichever is later.

43-1-9-26 GRANT MASTER AND DFAFS COMPARISON OF AUTHORIZED AMOUNTS (ABC 212) (OBSOLETE 1982)
Monthly computer report shows all Single Letter of Credit grants that have a difference between DFAFS and the DAILY REPORTS OF FEDERAL GRANTS BY OTHER in either the grant number or the authorized amount. Replaced by DFAFS/STATE HHS GRANT EXCEPTIONS.
Disposition: Dispose of after 5 years.

43-1-9-27 GRANT NON-POSTED TRANSACTION, REPORT OF FEDERAL (ABC 071) (OBSOLETE 1982)
Daily computer report is a list of transactions coded to the FEDERAL GRANT CONVERSION FILE which exceeds the undisbursed balance appearing on the DAILY REPORT OF FEDERAL GRANTS BY OTHER or are not coded properly. (Single letter of credit grants only.) Replaced by EDIT ERRORS.
Disposition: Immediately dispose of obsolete record.

43-1-9-28 GRANTS BY GRANT, MONTHLY REPORT OF FEDERAL (ABC072)
(OBSOLETE 1982)
Monthly computer report lists federal grant balances for each agency in order of federal grant numbers. (Single letter of credit grants only.)
Disposition: Transfer to State Records Center after 1 year; dispose of 5 years after all listed grants have been closed or after audit, whichever is later.

43-1-9-29 GRANTS BY OTHER, DAILY REPORT OF FEDERAL (ABC074)
(OBSOLETE 1982)
Daily computer report lists federal grant balances for each agency in order of agency grant conversion numbers. (Single letter of credit grants only.)
Replaced by GRANT/PROJECT STATUS.
Disposition: Transfer to State Records Center after 1 year; dispose of 5 years after all listed grants have been closed or after audit, whichever is later.

43-1-9-30 INVALID FEDERAL GRANT TRANSACTIONS, MONTHLY AND DAILY (ABC 070) (OBSOLETE 1982)
Computer report is used to see that no invalid federal grant transactions appear on a daily or monthly basis. (Single letter of credit grants only.)

Replaced by EDIT ERRORS.

Disposition: DAILY REPORTS: Immediately dispose of obsolete record.
MONTHLY REPORTS: Transfer to State Records Center after 1 year with disposal after 5 years or after audit, whichever is later.

43-1-9-31 INVALID TRANSACTIONS, MONTHLY (ABC003) (OBSOLETE 1982)
Computer report lists all documents and their lines of coding which did not agree with the agency D-3 EDIT FILE. Corrections are made by journal voucher. Replaced by EDIT ERRORS.

Disposition: Dispose of copy in the Daily Run after 3 months. Dispose of end of month report after 5 years or after audit, whichever is later. Dispose of other copies when no longer of reference value.

43-1-9-32 INVESTMENT BALANCES MONTHLY AND DAILY, REPORT OF (ABC033) (OBSOLETE 1982)

Daily and monthly computer report gives agencies the purchase cost of all outstanding investments.

Disposition: DAILY REPORTS: Immediately dispose of obsolete record.
MONTHLY REPORTS: Dispose of monthly report after 5 years or after audit, whichever is later.

43-1-9-33 INVESTMENT TRANSACTIONS, MONTHLY (ABC 182) (OBSOLETE 1982)

Monthly computer report shows all investment transactions for the month by fund. Replaced by CASH AND INVESTMENT STATUS.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-9-34 MANAGEMENT APPROPRIATION STATUS (OBSOLETE 1983)

Monthly report provides a summary of program activity, broken down between budgeted and unbudgeted portions of program. Report displays information relative to expenditures, outstanding encumbrances, and available appropriation.

Disposition: Immediately dispose of obsolete record.

43-1-9-35 OPEN PURCHASE ORDER AND ENCUMBRANCE REPORT (ABC025) (OBSOLETE 1982)

Weekly computer report lists all amounts encumbered as of the report date. Replaced by ENCUMBRANCE ACTIVITY.

Disposition: Dispose of last daily report of each month at the end of the fiscal year. Dispose of last report of the fiscal year after 5 years or after audit, whichever is later. Dispose of other reports when no longer of reference value.

43-1-9-36 QUARTERLY SOCIAL SECURITY (NEI 50259) (OBSOLETE 1981)

Reference report is used to verify state social security payments and determine if any adjustments are necessary.

Disposition: Dispose of after January 1, 1987.

43-1-9-37 QUARTERLY WAGE REPORTS, FILE COPY OF (Form OAR-S3) (OBSOLETE 1980)

Copy of the wage report transmitted each quarter to the Social Security Administration in Baltimore, Maryland.

Disposition: Dispose of after 4 years of after audit, whichever is later.

43-1-9-38 REFUND TRANSACTIONS, MONTHLY (ABC 183) (OBSOLETE 1982)
Computer report is used in reconciling the FUND CASH AND ALLOTMENT STATUS REPORTS to the MONTHLY REPORT OF DETAILED REVENUE AND MONTHLY REPORT OF DETAILED DISBURSEMENTS. Lists all refunds of expenditures and revenues.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-9-39 REPORT OF OBJECTS BY FUND TYPE (ABC 181) (OBSOLETE 1982)

Computer report is a monthly listing of all disbursements for a particular month by fund type and by object of expenditure and is used in investment reconciliation and the annual report. Replaced by FUND SUMMARY.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-9-40 REVENUE, MONTHLY REPORT OF DETAILED (ABC162) (OBSOLETE 1982)

Computer report lists all revenue transactions for a one month period. Replaced by GENERAL LEDGER.

Disposition: Transfer to State Records Center after 1 year; dispose of after 5 years or after audit, whichever is later.

43-1-9-41 REVENUE BY SOURCE AND FUND, REPORT OF (ABC 144) (OBSOLETE 1982)

Monthly computer report shows all revenue transactions for the month and year to date by fund and source within a fund. This report is generated for the Department of Revenue. Replaced by FUND SUMMARY.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-9-42 SCHEDULE OF EMPLOYEES HIRED AT OTHER THAN HIRING RATE (NEI 50222) (OBSOLETE AUGUST 1980)

Quarterly report identifies all state employees who have been hired at a salary rate other than the hiring rate in the current reporting period. Report is now EMPLOYEES HIRED DURING MONTH (NEI 50222).

Disposition: Immediately dispose of obsolete record.

43-1-9-43 SOCIAL SECURITY REPORTING CARD (OBSOLETE 1980)

Card records information from Form OAR-S3.

Disposition: Immediately dispose of obsolete record.

43-1-9-44 SOURCE OF REVENUE BY FUND (ABC108) (OBSOLETE 1982)

Monthly computer report shows all revenue transactions for the month by fund and source within a fund. Replaced by FUND SUMMARY.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-9-45 STATE GRANT MASTER RECORDS NOT LISTED BY DFAFS (ABC 212) (OBSOLETE 1982)

Monthly computer report shows all Single Letter of Credit grants, by agency, listed on the DAILY REPORT OF FEDERAL GRANTS BY OTHER but not on the DFAFS (Departmental Federal Assistance Financing System) records. Replaced by NAS/STATE GRANT EXCEPTIONS.

Disposition: Dispose of after 5 years.

43-1-9-46 STATEMENT OF FUNDS FOR FISCAL YEAR AS OF MONTH END (OBSOLETE 1980)

Monthly computer report is used for fiscal year reporting. Is a cumulative

report of revenue and expenditures by fund type.

Disposition: Dispose of after 5 years or upon completion of the annual fiscal year report for the second subsequent year, whichever is later.

43-1-9-47 1099 REPORTABLE (ABC 274) (OBSOLETE 1982)

Cumulative monthly computer report lists all vendors and individuals which DAS Accounting will report as having income for the current year. A computer tape of this report is sent to the Internal Revenue Service for tax purposes. Replaced by 1099 REPORTABLE VENDORS.

Disposition: END OF YEAR REPORT: Dispose of after 6 years.
MONTHLY REPORTS: Immediately dispose of obsolete record.

43-1-9-48 TRANSACTIONS PROCESSED, SUMMARY OF (ABC 154) (OBSOLETE 1982)

Annual computer report shows the volume of vouchers processed through DAS. This report is no longer distributed to the agency but is run at the end of the year for DAS, for use on the Statewide Cost Allocation Plan.

Disposition: Transfer to State Records Center after 1 year; dispose of after 5 years or after audit, whichever is later.

43-1-9-49 UNIVERSITY EDIT FILE UPDATE LISTING (ABC 921) (OBSOLETE 1982)

Daily computer report is issued as needed. Report shows the type of changes made to the UNIVERSITY MASTER EDIT FILE LISTING.

Disposition: Immediately dispose of obsolete record.

43-1-9-50 UNIVERSITY MASTER EDIT FILE LISTING (ABC 923) (OBSOLETE 1982)

Computer report lists all possible numerical account coding on which a transaction from the University of Nebraska or its division will be accepted.

Disposition: Dispose of final year-end listing after 5 years.

43-1-9-51 VOUCHER REGISTER (ABC 019) (OBSOLETE 1983)

Daily computer report used by DAS, lists all warrants written for a particular day in voucher number sequence. Replaced by POSTED TRANSACTIONS.

Disposition: Dispose of after 5 years or after audit, whichever is later.

43-1-9-52 VOUCHERS (OBSOLETE 1983)

All vouchers processed through DAS, Accounting ABC System, including:

Cash Transmittal (DAS-65-1110)

Child Support Payments (CSP)

Encumbrance Correction Form (DAS 65-1131-1-76)

Expense Voucher (DAS 1113-1-76)

Imprest Payment Document

Journal Voucher (DAS 1133-6-67)

Medicaid Management Information System Medical Claim Register (MMIS)

Non-Cash Voucher (DAS 1111-6-71)

Receiving-Payment Document (DAS 1146-4-70)

Sales Tax Refund Claim Register (STR 025)

Social Services Social Security Payments Claim Register (SVP 130)

State Aid to Schools Claim Register (ATE 025A)

Transmittal of Uncollected Checks to Agencies (DAS 1127-6-67)

Warrant Cancellation Voucher (DAS 1134-6-67)

Welfare Assistance Major Payroll Claim Register

Welfare Assistance Supplemental Claim Register

Disposition: Transfer to State Records Center after 6 months; dispose of after 5 years or after audit, whichever is later.

43-1-9-53 WARRANT REGISTER (ABC) (OBSOLETE 1982)

Daily computer report lists all warrants written for a particular day in warrant number sequence. Includes ABC, Payroll and Welfare warrant register.

Disposition: Transfer to State Records Center after 1 year; dispose of after 5 years or after audit, whichever is later.

43-1-9-54 WARRANT SIGNOUT LISTING (ABC 016) (OBSOLETE 1982)

Daily listing of total warrants written and the beginning and ending warrant numbers for each agency. Agency's authorized agent signs listing upon receiving the warrants.

Disposition: Dispose of after 5 years.